Request for an authorised absence

An authorised absence request should only be completed by the student requesting an authorised absence from their studies for more than two consecutive weeks during term-time.

The below guidance details the exact information that you are required to provide in order to submit an authorised absence request. Please note that you are required to complete all mandatory fields marked \*.

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| --- | --- |
| **Student Name\*** |  |
| **Student ID\*** | *Please enter your student ID number as displayed on your student ID card.* |
| **Programme of Study\*** | *Please enter your programme title in full* |
| **Start date of authorised absence\*** | *Please enter the start date of your authorised absence in the following format: DD/MM/YYYY or use the calendar icon and select the date.*  ***Note:*** *This is the first day of your absence from your studies.* |
| **End date of authorised absence\*** | *Please enter the end date of your authorised absence in the following format: DD/MM/YYYY or use the calendar icon and select the date.*  ***Note:*** *This is the last day of your absence from your studies.* |
| **Travelling outside UK\*** | *You are required to confirm if you intend on travelling outside of the UK during your absence. Please specify yes or no.* |
| **Reason(s) for Absence\*** | *Please specify the reason(s) for your absence from the University from the following options:*   * *Medical* * *Family illness/bereavement* * *Dissertation – writing up in home country* * *Conference* * *Other - Please provide details about the situation that requires you to be absent from the University.*   *Please attach evidence for the reason(s) that you have selected. Examples of acceptable evidence are noted below.*  *Please note: evidence that is not in English must be translated into English by a certified translator.*   * ***Medical***   *Evidence: medical certificate*   * ***Family illness/bereavement***   *Evidence: medical certificate or death certificate*   * ***Conference***   *Evidence: invitation letter/email or booking confirmation* |

Please email your completed form to the PG Law Student Support & Engagement Team at [pglaw-support@qmul.ac.uk](mailto:pglaw-support@qmul.ac.uk)