

Authorised Absence Form (Ap2/Ap2a)

Only to be completed by International Students

1. Please read the guidance notes [Here](#) before completing the form
2. All students must complete this form when requesting leave from their programme of study. This includes students who intend to travel abroad and return to the UK — it is essential that the university is informed of your whereabouts during this time.
3. The only exception is for students who remain in the UK during official vacation periods; in such cases, submission of the leave request form is not required.
4. Unless you have an illness, family bereavement or other significant circumstances, then leave is unlikely to be granted during term time.

Where possible this form should be submitted in advance of the requested period of absence (e.g. leave to return home or travel abroad) or as soon as possible after the absence (e.g. in the case of short illness).

Section 1

Personal Details	
Student Number	
Student Name	
Programme of Study	
Level of Study (e.g. 4, 5, 6 or 7)	
UWTSD Email	
Personal Email	
Mobile Number	
Other Tel No (e.g. Landline)	

Dates for Authorised Absence		
From	To	Total Days

Reason for Absence - Check appropriate box	
☐	Illness. Please provide a medical certificate or equivalent indicating the start and duration of the condition
☐	Bereavement (death of relative or close friend). Please provide a death certificate
☐	Significant adverse personal circumstances. Please supply appropriate supporting independent evidence
☐	To travel abroad/home. Please supply appropriate supporting independent evidence
☐	Other significant factors. Please supply appropriate supporting independent evidence

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Use the space below to provide brief reasons for your request

Verifiable independent supporting documentary evidence:

- List and describe the documentation which you have attached in support of your statement (Please note that the University will NOT seek evidence on your behalf – it is your responsibility to do this).
- It is your responsibility to provide a translation undertaken by an accredited translator for any material not in English or Welsh.

(Please do not state that “xxx is available if needed” - If you list documentary evidence to support this claim you are required to submit it or provide a date by which you will submit it).

Travel Away From Your Campus

Does your absence involve travel away from your campus region? (Please check the appropriate box)

☐	Yes – Go to Section 2 and complete Travel and Contact Details
☐	No – Go to Section 3 , Sign and Date

Section 2

Travel and Contact Details

If you wish to travel away from your campus area during term-time, vacation periods, or at the end of your studies please complete this section to inform the University of your itinerary PRIOR to your departure.

Next of Kin Details	
Please provide contact details for your next of kin for the University to contact them in case of an emergency	
Contact Name	
Relationship with Contact	
Contact Email	
Mobile Number	
Other Tel No (e.g. Landline)	

Intended Travel Destination(s)

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Intended Dates of Travel	
Departure	Return

Continue to [Section 3](#) – Sign and Date the form

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Section 3

Student Signature	Date

Office Use Only (Programme Director/Tutor)	
Programme Director/Tutor Name	
☐ Request Granted	
☐ Not Granted	
Provide reasons below:	
Programme Manager/Tutor Signature	Date

Office Use Only (Immigration Compliance)	
☐ Request Granted	
☐ Not Granted	
Provide reasons below:	
Immigration Compliance Signature	Date

Office Use Only (Faculty)	
Student Notified by:	
☐ Letter	
☐ Email	
Travel Letter Provided:	
☐ Yes	
☐ No	
Administrator's Signature	Date

Guidance Notes

Under the UK Visa and Immigration regulations if you have a visa to study at the University of Wales Trinity Saint David, you must be present on the premises for the purpose of your studies during term time unless you apply for, and are granted, an 'authorised absence' from your studies.

The information below explains what you must do if you are unable to attend the University during term time.

Acceptable reasons for authorised absence(s)

The University has an obligation under its UKVI Sponsor Licence to monitor and keep records of academic attendance of international students. If there is a need to apply for authorised absence there must be a valid reason supported by verifiable documentary evidence. Acceptable reasons for authorised absences include:

- illness;
- having to return to your home country unexpectedly, for example as a result of a close personal bereavement or serious illness (immediate family);
- to leave the UK to carry out fieldwork;
- to attend a conference;
- to complete a dissertation/thesis in your home country.

Student visas are granted for the primary purpose of study in the UK and attendance is a critical requirement to assure the best-possible academic outcome for every student. You should therefore not ask for approval to be absent from teaching sessions during term-time for the purposes of tourist travel, religious occasions or social occasions (e.g. weddings) outside the UK. Students, who make this type of request when teaching is occurring during term time should not be offended if a request is refused where it is felt that absence may significantly damage academic progress.

Documentary evidence

All requests must be supported by verifiable independent documentary evidence, which must include the relevant dates. It is not possible to provide a definitive list of all acceptable independent documentary evidence, but the following are typical examples of what may be acceptable, depending on the exact individual circumstances:

- a signed and dated letter from a medical practitioner, registered with the General Medical Council (GMC) confirming the illness and its anticipated duration – this would normally be on headed notepaper or equivalent;
- a letter or appointment card that confirms attendance at a dentist, doctor's surgery, hospital or similar event;
- a copy of a Death Certificate;
- a signed and dated letter from a coroner, legal practitioner, police officer, court official, minister of religion or other professional – this would normally be on headed notepaper or equivalent;
- a statement from the Programme Director, research supervisor or student counsellor.

When to apply for authorised absence

For planned absence, this form should be submitted in advance of the requested period of absence (e.g. leave to return home or travel abroad). For authorisation to travel away from your

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campus during term-time, you must request permission from the University prior to your departure. You must also apply in advance for an authorised absence to leave the University at the end of the Term, once all teaching and examination requirements have been completed, IF this is before the scheduled end date on your visa.

If your absence could not be foreseen, for example because of ill health or accident, you should follow the procedure specified in your Programme of Study Handbook; ideally you (or, in an emergency, a friend) should contact your Tutor or Faculty Office by telephone or email to inform them that you will be absent before the session(s) take place. You should submit the authorised absence request form and the supporting evidence on the first day that you return to classes.

Length of absence

You should use this form to seek written permission for short periods of absence in term time (usually no more than one or two weeks), for example when you are ill or to return home due to bereavement. Longer absences in term time require more detailed guidance, and in some cases may require an interruption (deferment) to your studies to the next term or semester and an amendment to your visa. In such cases it is a requirement that you make an appointment to discuss the matter with your Programme Director (or designated University Officer) in the first instance.

Pregnancy

Students should refer to Appendix SQ3 of the Academic Quality Handbook (available at <http://www.uwtsd.ac.uk/academic-office/appendices-and-forms/>). In particular International students with financial sponsors must contact their sponsors and agree a plan of action (such as deferring study/ when to resume study etc.). Those international students who are not entitled to any maternity benefits in the UK may prefer to return home for the duration of their pregnancy. It should be remembered that most airlines will not carry passengers who are 7 months pregnant or more, and this should be taken into account when planning a plan of action.

Other

Being given an authorised absence does not exempt you from having to apply for extenuating circumstances relating to assessment submission, where appropriate.

PLEASE SUBMIT THIS FORM TO YOUR PROGRAMME DIRECTOR OR DESIGNATED TUTOR. CONTACT DETAILS ARE AVAILABLE IN YOUR PROGRAMME OF STUDY HANDBOOK.