

REQUEST FOR AUTHORISED ABSENCE

Use this form to request any term-time leave from your programme of study. You do not need to apply for leave during vacation periods. Please read the guidance notes before completing the form.

Unless you have an illness, family bereavement or other significant circumstances, then leave is unlikely to be granted. 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).

PERSONAL DETAILS	
Student Name: Mohammed Abdul Amin	Student ID Number: 1711961
Programme of Study: skills for the Workplace	Level of Study (e.g. 4, 5, 6 or 7): 4
UWTSD Email: 1711961@student.uwtsd.ac.uk	
Mobile Tel Number: 07886285389	Other Tel No (e.g. landline): na

REQUESTED DATES FOR AUTHORISED ABSENCE:		
From: 5th July 2018	To: 9th July 2018	TOTAL DAYS: 2

REASON FOR ABSENCE: (Please check the 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.

Use the space below to detail your request:

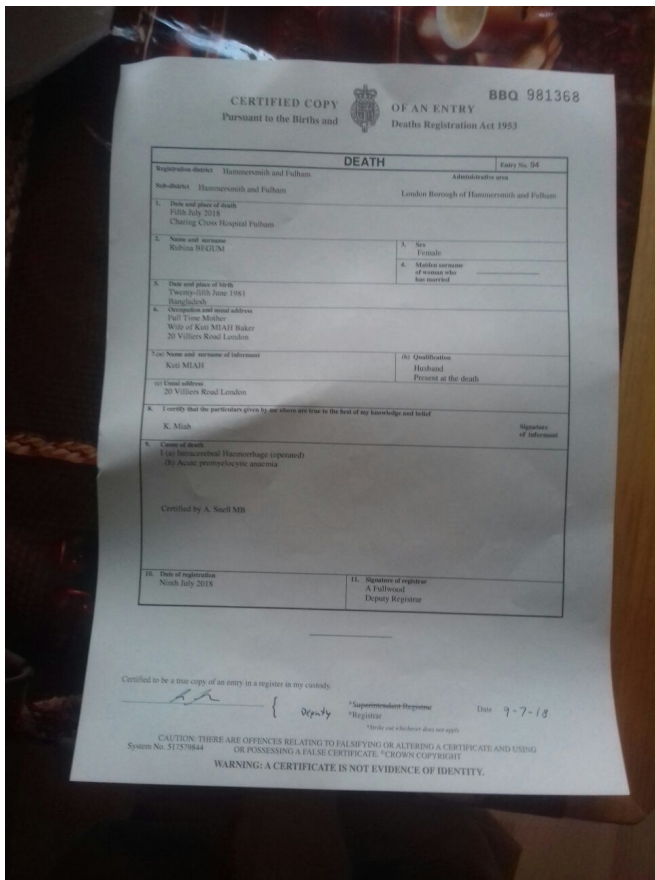
I could not attend lectures on 5th July 2018 and 9th July 2018 because of a close family bereavement. My wife only sister was on life support machine, and had recently past away on Friday 6th July 2018. Myself and my family was with her in London hospital during her illness and death. My wife was in a bad way so I needed to support her so I could not attend on Monday 9th July lecture. If proof is needed I can provide train tickets I used and photo of death certificate.

(this box will expand as you type or you may attach additional sheets)

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).



CERTIFIED COPY OF AN ENTRY BBQ 981368
Pursuant to the Births and Deaths Registration Act 1953

DEATH Entry No. 04

Registration district: Hammersmith and Fulham Administrative area: London Borough of Hammersmith and Fulham

1. Date and place of death: 20th July 2018, Charing Cross Hospital Fulham

2. Name and surname: K. Miah Sex: Female

3. Date and place of birth: 20th June 1961, Bangladesh

4. Occupation and usual address: Full Time Mother, Wife of Karl Miah Baker, 20 Villiers Road London

5. (a) Name and surname of informant: Karl Miah (b) Qualification: Husband Present at the death

6. I certify that the particulars given by me above are true to the best of my knowledge and belief

7. Cause of death: (a) Ischaemic heart disease (b) Acute myocardial infarction

8. Date of registration: 20th July 2018

9. Signature of registrar: A. Smith MB Deputy Registrar

Certified to be a true copy of an entry in a register in my custody.

Signature: Deputy Registrar Date: 27-7-18

CAUTION: THERE ARE OFFENCES RELATING TO FALSIFYING OR ALTERING A CERTIFICATE AND USING A FALSE CERTIFICATE. "CROWN COPYRIGHT" WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.

Death Certificate photo

(this box will expand as you type or you may attach additional sheets)

TRAVEL AWAY FROM YOUR CAMPUS

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

☐

No

Please move to the signature section

☐

Yes •

Please complete Appendix AP2a Travel and Contact Details Form and submit with this Appendix AP2 Request for Authorised Absence form

Declaration: I understand that my request for leave can only be granted at the discretion of the University and that if my request is not granted then I will continue to attend classes and meet all my programme obligations as normal. I also understand that if my request is not granted and I don't attend my classes it may contravene my visa conditions and I will be liable to disciplinary action as detailed in the University's Attendance Policy. It is my responsibility to ensure that I am up-to-date with all programme learning commitments, including assessment. If my absence impacts my assessments, I recognize that any claim for extenuating circumstances must be considered through an application using Appendix GA1. I will discuss all course requirements affected by this absence with lecturer(s).

Student Signature: Mohammed Abdul Amin

Date: 10/7/2018

ADMINISTRATION USE ONLY

Request granted: ☐ Not granted: ☐

Reason why granted/ not granted:

Administrator's signature:
(this box will expand as you type or you may attach additional sheets)

Date:

FACULTY OFFICE USE ONLY

Student Notified by: Email: ☐ Letter: ☐ Date of notification:

Student authorisation to travel letter provided: Yes: ☐ No: ☐

Administrator's Signature:

Date:

NOTES FOR GUIDANCE IN COMPLETION OF THIS FORM

Under the conditions of the University of Wales Trinity Saint David Birmingham Learning Centre Attendance Policy, students must not exceed a 20% absence rate during term time. Any time that you are not present on the premises for your timetabled sessions during term time will count towards your 20% 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)

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:

- serious illness or hospitalisation of yourself or a dependent;
- bereavement (immediate family); or
- birth (immediate family).

Your studies are an opportunity 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). 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; or
- 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.

When to apply for authorised absence

For planned absence, this form should be submitted *in advance* of the requested period of absence (e.g. birth or emergency travel abroad). If your absence could not be foreseen, for example because of ill health or accident, ideally you (or, in an emergency, a friend/relative) should contact the Birmingham Learning Centre 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. **You must submit the request at the earliest opportunity to avoid triggering attendance disciplinary measures. No request for authorised absence will be accepted 3 weeks after the end of each term, such requests will be regarded out of time and inadmissible.**

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.

Assessment Submission

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

Making your Leave of Absence Request

In the event of absence from your scheduled classes, you must email/call the Student Services team (0300 323 0178 / birminghamstudentservices@uwtsd.ac.uk). Your contact will be acknowledged by email and you will be signposted to Moodle in order to complete the LOA form, along with the provision of documentary evidence.

You may submit your LOA form and evidence by email or in person upon your return to campus. **Please note that completion of an LOA form does not guarantee that your absence will be authorised.** Upon receipt of paperwork, the Student Services team will review your request and you will receive an Outcome Slip confirming whether your absence has been authorised or whether it will count against your term attendance rate.

PLEASE SUBMIT THIS FORM TO THE STUDENT SERVICES OFFICER AT THE BIRMINGHAM CAMPUS. CONTACT DETAILS ARE AVAILABLE IN YOUR PROGRAMME OF STUDY HANDBOOK.