



Repeat process in Semester

Authorised absences:

All ESW courses provide clear information to students on how they can report an absence. Information is also included in all course handbooks. Students are also encouraged by course convenors to get in touch if they are unable to attend and engage with their course.

Student absences of up to 6 days¹ may be considered 'authorised' if the student notifies the University in accordance with School guidance.

Students who are (or were) unable to attend or engage for more than 6 days due to illness, incapacity, emergency or other valid reason, should inform the School Director of Student Experience (DoSE) via their Course Coordinator, and a medical certificate, or suitable alternative evidence, must be obtained and sent to the DoSE. In these circumstances the DoSE may:

- a. authorise the absence, and the student and DoSE should agree future engagement expectations or a return to study plan if required, to ensure that the student can continue on their current programme of study. If a medical certificate is not provided, or the DoSE is not satisfied with the evidence provided, the absence may not be authorised.
- b. Liaise with the Director for the Student Experience in Professional Services, or their deputy, to consider if the University's Fitness to Study Policy should be implemented.

In circumstances where a student's absence is expected to prevent them from progressing on their current course, the School Student Progress Committee should liaise with the Student Life Centre and the SSRO in relation to temporarily or permanently withdrawing the student (TWD or PWD).

Note about Tier 4 students with extended absences:

When a School becomes aware that a Tier 4 student will not be able to resume their studies after 60 days, they must contact SSRO at the earliest opportunity. In these circumstances if it is agreed between SSRO and the School that a student is temporarily or permanently withdrawn (TWD or PWD), sponsorship (as defined



1 June 2022: Document reviews to be approved by SLT

The process outlined in this document will be reviewed on an annual basis. Next review: September 2023