 **Absence Request Form**

This form must be completed for those students requesting absence from the University

* If the requested leave is for **0-14 days** - student does not need to complete this form.
* If the requested leave is for **14-28 days** - student needs to complete this form which must be signed by the student and Programme Leader and returned to the Student Advice Centre for uploading to the student file.
* If the requested leave is for more than **28 days** - student needs to complete this which must be signed by the student, Programme Leader and Immigration compliance then returned to the Student Advice Centre.

Students on FT programmes of study are expected to remain at the University for the duration of their programme of study. We strongly discourage students from returning overseas during this time. Students choosing to return overseas must understand that they do so at their own risk (in terms of being able to re-enter the country) and that any extension requests resulting from absence abroad will not be accepted unless accompanied by medical/supporting evidence.

The University maintains sponsorship of the student for their duration of studies whilst the CAS is valid. This period outside the UK must be approved prior to travel via completion of this form. The following principles will apply when authorizing the period of study away for sponsorship to be maintained:

* The student needs to return to the UK after the period away and therefore sponsorship should be maintained throughout this period. This should be confirmed by the student’s faculty
* The period away is not excessive – it is only for the timescale that is absolutely necessary
* The student’s engagement will be monitored throughout the period away from the UK
* Students completing dissertations or leaving the UK in term 3 (summer period): It is not acceptable for a student to leave the UK to write up work from their home country as this is their preference but it is not academically beneficial for them to do so. This should be confirmed by the student’s Supervisor

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| Name: | Student ID number: |
| Programme: | Date of request:  |
| Proposed date to leave DMU:  | Proposed date to return to DMU:(You must inform your tutor if you are not able to return by this date, for any reason; failure to do so may result in withdrawal of sponsorship) |
| Give a brief description of why you need to leave DMU during your studies. You may use a separate sheet if necessary. |
| Programme Leader/Dissertation Supervisor Comments (Please include how the student will maintain contact/engagement with studies during the period of absence) |
| If students are leaving the UK for more than 4 weeks, the student and their Supervisor/Programme Leader are required to confirm the student’s engagement. This should consist of a fortnightly report summarizing the student’s engagement with their studies by telephone, Skype or email (or a combination of methods).The report should confirm that the student is making the level of progress that would be expected during the last two week period and the method of interaction that the student has had. This submission should be emailed to immigrationcompliance@dmu.ac.uk and ASKBALStudentAdvice@dmu.ac.uk. This will then be stored against the student’s record and the student marked as having fulfilled their check-in requirement where the report is satisfactory. |
| **Agreement by Programme Leader/Dissertation Supervisor:** Signature: Date |
| **Agreement by Student:** Student Signature: Date: |
| **Authorisation by Immigration Compliance Manager:** Date:Signature:  |