

Dept of Bioengineering Student Absence Request Form

ABS1 version 2017-18

****STUDENTS ARE EXPECTED TO BE IN ATTENDANCE FROM THE DATE OF THE START OF TERM TO THE DATE OF THE END OF TERM AS GIVEN ON THE COLLEGE WEBSITE****

For cases serious enough to request leave of absence, the following procedure must be followed:

1. Please read the guidance in your Student Handbook on expectations for student attendance and holidays. All details in the handbook must be understood and complied with before making this request.
2. Inform the Student Office that absence is being requested as soon as possible in person, by telephone (020 7594 9296) or if that is not possible then by email (m.obrien@imperial.ac.uk).
3. Any documentary proof of the reasons for absence should be obtained.
4. Complete and submit, as soon as possible, this form and documentary proof requesting leave of absence. These should be submitted to the Student Office except in the case where confidentiality is essential, in which case it should be submitted to the Senior Tutor or Deputy Senior Tutor, and the Student Office should be notified that it has been submitted.
5. The request will be considered and the student will be informed as soon as possible whether the request has been accepted or not. Absence taken without acceptance of the request may lead to disciplinary measures.

In all but extreme cases, requests made AFTER the absence will not be considered and the absence may count against the student and lead to disciplinary measures. Students taking leave of absence if the request has been rejected will be subject to disciplinary measures. For any extended period of leave due to serious circumstances, it may be more appropriate to apply for an Interruption of Studies.

Full name:

CID:

Year of Study:

Programme:

Start date of requested absence period:

Date of last day of requested absence:

Reason for absence request:

Description of accompanying evidence:

The Student Office was informed of this request on the following date (Required).

Student declaration:

I declare that the information given above is a true statement of fact. I understand that misinformation may lead to College disciplinary procedures. I further understand that absence from College during term-time may have a detrimental effect on my studies and performance on the course. It is my responsibility to catch up on any missed material and to meet any coursework deadlines that may fall into the absence period. I recognise that absence is no excuse for missing an assignment deadline.

Signed.....

Date:.....

Received by Student Office:

Signed..... (Student Office staff) Date:.....

Approved by Academic or Senior Tutor:

..... Date:.....

Stamp