

**DEPARTMENT OF COMPUTER SCIENCE
NOTIFICATION OF ABSENCE WITH GOOD CAUSE**

**This form should be submitted within one week of absence
to the Student Office (Room G.09, Ashton Building)**

Full Name: _____ **Student ID:** _ _ _ _ _

Academic Advisor: _____ **Programme:** _____

Year 1
Year 2
Year 3
Year 4
MSc

I certify that I was/will be absent from the University

From: __/__/__ **To:** __/__/__ **Total Number of Days Absent:** ____

I have resumed/will resume my attendance **on:** __/__/__

Brief explanation of the absence:

.....
.....
.....
.....

(Please continue on a separate sheet if necessary)

Evidence provided (see overleaf):

.....

Signed: _____ **Date:** __/__/__

Please note that the purpose of this form is to excuse attendance at lectures/practicals/tutorials only. If you wish your circumstances to be taken into consideration by the Board of Examiners, you will also need to complete the appropriate Application for Consideration of Extenuating Circumstances form (see overleaf for further explanation).

For office use only:

Received by Student Office:

Signed: _____ Date: __/__/__

Abs. List Copy to AA Attendance D/b TULIP

University Sickness Absence Policy

Absence from any part of a programme of study or from any assessment for whatever reason **must** be notified in writing to the Department of Computer Science at soon as possible.

If your absence has not affected any continuous assessments or examinations, then you must submit this **absence form** to notify the Department.

- If your absence is due to illness and has lasted **5 days or less** than this form counts as Certificate of Illness which does not require signature by a medical practitioner. The Certificate cannot be accepted if submitted more than two weeks following the date of illness. A maximum of two Certificates is permitted in any semester.
- If your absence is due to illness and has lasted **more than 5 days**, then you require a medical certificate authorised by a medical practitioner that needs to be submitted together with the absence form.
- Absence for any other reason and any duration, for instance personal problems or bereavement, requires prior authorisation by the Head of Department or the absence form needs to be accompanied with some supporting independent evidence explaining your absence.

Absence from studies or any other circumstances that have **affected continuous assessments or examinations** must also be notified. The procedure that you need to follow to do so is described in the Student Handbook.