

# Temporary Absence Procedure

## Introduction

1. This procedure sets out how we manage requests from students for a temporary absence from the university. It relates to the section ***Temporary absence*** in the General Regulations for Taught Courses.

## Your responsibility

2. We do not expect that students on undergraduate or postgraduate taught courses should request absence from their studies during term time. However, there may be exceptional and/or unforeseen circumstances that may require a student to be absent from studies.
3. Students have a responsibility to apply for leave of absence prior to their departure, unless the student can provide evidence that the circumstances have prevented them from doing so.
4. The University/ Royal Welsh College of Music and Drama will not accept as exceptional leave of absence any circumstances which students could reasonably be expected to avoid.

## Minimum and maximum temporary absences

5. The minimum duration a student can submit an application for leave of absence is 3 working days and maximum period is 20 working days per academic year. For absences of more than 20 working days students must interrupt their studies or withdraw from the course.

## Procedure

6. All applications for leave of absence must be supported by independent evidence and endorsement from the student's course leader. It is the student's responsibility to provide evidence when submitting a claim. Applications which do not provide such evidence will not be accepted.
7. Evidence provided should be copies of originals and must be written and signed/officially stamped, where appropriate, by a suitable third party on headed paper. Documents provided or signed by family members, friends or fellow students will not be accepted.
8. Where the original evidence is not in English or Welsh, the student must arrange for translation into English or Welsh with a verification provided showing by whom and where the translation was undertaken

9. The University/ Royal Welsh College of Music and Drama has the right to check or verify any evidence submitted. If a student submits any evidence which is believed to be false, an investigation under the Student Conduct Regulations will commence.
10. Eligible applications will be considered based on the evidence and information provided and the decision will be based on the reason given for the absence and the potential impact on the student's studies and ability to continue to complete the course within the designated length of the course.
11. For University of South Wales students, once a completed application has been received, including those studying with collaborative partners, the Tier 4 administration team will consider the application, in the first instance. The team, in determining the outcome, authorises the decision. Applications will be referred to the Associate Registrar (Student Administration) if there is any doubt about the validity of the application or the circumstances are complex. Applications for students studying at the Royal Welsh College of Music and Drama will be considered by the Head of Academic Services. A response will be provided to the student within 10 working days once a complete application has been received.
12. If students do not apply for leave of absence, or their application is declined, they will be expected to continue their regular attendance on their course. If students studying on a Tier 4 visa miss study without obtaining an official authorised absence, the Attendance Monitoring procedures will commence.

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