

## MSc Project Semester – Jun – Sep 2025

### Campus Absence Policy

MSc students will be required to declare whether they will undertake their Project remotely or on campus at the outset of the Project period. Those students who opt for on campus Projects will be subject to this absence policy.

This absence policy relates to the period 16 June – 5 September 2025. The period from 23 May (end of Apr/May exam diet) until 16 June 2025 will be considered as vacation time for the purposes of this policy.

Students studying on Student Visas should familiarise themselves with the requirements of engagement monitoring during the Project -

<https://www.gla.ac.uk/myglasgow/registry/tier4/responsibilities/#forpostgraduatetaughtstudents,faqs>

Please note that the absence procedures below relate to absences from campus, during which your project work will continue. If your circumstances are such that they will prevent you from working on your project, please contact the Student Support and Enquiries Team for guidance (via the [SoCS Helpdesk](#)), as this type of absence will be administered separately under the School's normal procedures for illness or adverse circumstances.

### Short Campus Absences

Students who wish to leave campus for an aggregate total of up to three weeks during the project period are not required to obtain permission. However if you do intend to have an absence of three weeks or less, you must inform your project supervisor of this absence for scheduling and monitoring (supervisors will be allocated by Monday 16 June), and must also copy in the PGT Administrator ([Graeme.Shedden@glasgow.ac.uk](mailto:Graeme.Shedden@glasgow.ac.uk)) for administrative purposes.

Please note that this type of absence relates only to the location of your project work, and your regular supervisory meetings if these cannot be maintained. You are still expected to fulfil a full-time commitment to your project over the course of the project semester.

Any student who takes a short campus absence **MUST** arrange a meeting with their supervisor within one week of their return to campus.

### Extended Campus Absences

Students who need to leave campus for more than three weeks during the project period will be obliged to seek permission from both their Project Coordinator and Programme Director. Permission for absences exceeding three weeks will only be granted for unavoidable circumstances beyond student control. Students **MUST** provide

evidence of these circumstances. Absences of this nature will be permitted only where the Project Coordinator and Programme Director are satisfied that full-time commitment to the Project will be maintained. Students **MUST** specify their exact departure and return dates for approval to be considered.

If approved, any student who takes an extended campus absence **MUST** arrange a meeting with their supervisor within one week of their return to campus.

Please note that this type of absence relates only to the location of your project work. Given the longer duration of these absences, you are required to arrange remote meetings with your supervisor to maintain your project schedule as far as possible. You are still expected to fulfil a full-time commitment to your project over the course of the project semester.

Where involuntary circumstances are insufficiently evidenced or otherwise rejected, permission will not be granted for extended absence. Where circumstances are accepted, but it is judged that a full time commitment cannot be maintained, these situations will be administered as an absence from learning based on the School's normal procedures for illness or adverse circumstances.

If you are in this position, please email your Project Coordinator and Programme Director to request permission, copying the PGT Administrator:

- MSc Computing Science – Dr Awais Aziz Shah – [AwaisAziz.Shah@glasgow.ac.uk](mailto:AwaisAziz.Shah@glasgow.ac.uk) / Dr Yehia Elkhatab – [Yehia.Elkhatab@glasgow.ac.uk](mailto:Yehia.Elkhatab@glasgow.ac.uk) (copying [Graeme.Shedden@glasgow.ac.uk](mailto:Graeme.Shedden@glasgow.ac.uk))
- MSc Data Science – Dr Awais Aziz Shah – [AwaisAziz.Shah@glasgow.ac.uk](mailto:AwaisAziz.Shah@glasgow.ac.uk) / Dr Iraklis Klampanos – [Iraklis.Klampanos@glasgow.ac.uk](mailto:Iraklis.Klampanos@glasgow.ac.uk) (copying [Graeme.Shedden@glasgow.ac.uk](mailto:Graeme.Shedden@glasgow.ac.uk))
- IT+ Programmes - Dr Handan Gul Calikli – [HandanGul.Calikli@glasgow.ac.uk](mailto:HandanGul.Calikli@glasgow.ac.uk) / Dr Christos Anagnostopoulos - [Christos.Anagnostopoulos@glasgow.ac.uk](mailto:Christos.Anagnostopoulos@glasgow.ac.uk) (copying [Graeme.Shedden@glasgow.ac.uk](mailto:Graeme.Shedden@glasgow.ac.uk))

Students will retain the option to switch from an on campus to a remote Project, however this change can be made only once, and students studying on Student Visas will have visa sponsorship removed when opting for a remote Project.

### **Campus Absences – General**

Failure to adhere to this policy will be taken as an indication that students are not engaged with the project, and where appropriate will lead to students being dropped from the Project and qualified with an exit award.

Please note that any shortfall in your working time or staff contact hours during an absence from campus will be your responsibility. Students who will be absent from

campus during the project period should also note that they will be unable to take advantage of the additional support provided on campus. Absences of this nature will not support a Good Cause claim or extension request.

Regardless of the duration of an absence, any student who will be off campus in the week of 9 - 13 June must regularly check their student email and Project Moodle page during this week for information on supervisor allocation and related matters. Any student who will be off campus in the week of 16 – 20 June must make arrangements with their supervisor to be available for at least one remote meeting during this week.