**Postgraduate Taught Programme Short Absence (SAB) Request Form**

If you wish to take a short absence from the University, you must first make a request by completing this form and emailing it to [eps\_pg@aston.ac.uk](mailto:eps_pg@aston.ac.uk). If your request is approved, you will be notified by email and asked to attend EPS Reception in person to collect a Letter of Authorised Absence. Taking unauthorised absence may result in disciplinary action being taken. You must obtain authorisation **before** travelling. You must obtain the approval of your personal tutor (if in the taught stage) or dissertation supervisor (if in the dissertation stage), **and** programme director before submitting this form.

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| Student Name: |  | |
| Student Number: |  | Degree Programme: |
| Absence Start Date: |  |
| Absence End Date: |  | Programme Stage (Taught/Dissertation): |
| Length of Absence (Days):  If applying to extend an absence, use the original start date and new end date. |  | Absences totalling more than 60 days will not be approved. You will need to discuss your circumstances with your Programme Director and eps\_pg@aston.ac.uk. |
| Reason for Absence:  \*Please attach evidence of your need for an absence to the email with this form, if applicable. Note that failure to provide evidence (e.g. of medical requirements to travel) may delay authorisation being granted. | | |
| By signing this form, I confirm that I understand and agree with the following conditions:   * Authorised Absence does not automatically grant Exceptional Circumstances or exemption from coursework submission, working on dissertations etc, and does not confer any sort of extension to any deadline. * Students are expected to continue working during an authorised absence from the University and to apply for any ECs or extensions **separately to the absence.** * All taught stage module assessments are to be completed and submitted by their due date, including all repeat or referred assessments. * Students are expected to continue to monitor their Aston email account for updates and important communications from the University during any period of authorised absence. | | |
| Student Signature:  Date: | | |
| Personal Tutor / Dissertation Supervisor Signature:  Name:  Email:  Date: | | |
| Programme Director Signature:  Name:  Email:  Date: | | |

For Office Use only:

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| Approved: |  | Rejected: |  |

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| Visa Compliance Notified: | Associate Dean Notified: | SAB Record Created: | Letter Printed: | Letter Collected: |
| Notes: | | | | |