

**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 Mitigating 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

Students registered for undergraduate or taught postgraduate courses may certify their absence through illness from lectures or other classes during a semester by the submission of a self-certified Certificate of Illness. Such a certificate will be valid for absence of up to five consecutive days. The Certificate of Illness does not need to be signed by a medical practitioner.

The Certificate of Illness will not be valid for:

- Absence through illness for more than five consecutive days;
- Absence from examinations;
- Absence from class tests or other forms of assessment which count for 10% or more of the module mark.

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.

Absence through illness for periods longer than five consecutive days must be supported by a medical certificate authorised by a medical practitioner and should be submitted by the student to their Department or School Office.

Absence for reasons other than illness can only be allowed after a request has been approved by the appropriate Head of School/Department.

Any mitigating circumstances, such as ill health, which may have affected a student's studies or performance in assessments and examinations, would need to be submitted formally by the student with supporting evidence, e.g. a medical certificate, to their school/department following the procedures and in accordance with the deadlines laid down in the University's Mitigating Circumstances Policy.

Mitigating circumstances should be reported using the form available at:

http://www.liv.ac.uk/tqsd/pol_strat_cop/appl_for_cons_of_mitcirc.doc

The form can also be obtained from the Department's Student Support Office.

In the event that a student is unable to attend an examination because of illness or other unforeseen circumstances, they **must immediately** inform their school/departmental office before the start of the examination. If a student is absent from the whole or part of an examination because of illness, a valid medical certificate **must** be forwarded to the School/Departmental Office normally within five working days of the examination and no later than one week before the meeting of the Board of Examiners at which the results of the assessments concerned will be considered. The deadline for submission of applications will be made available to students by means of email from the Teaching Support Office and VITAL,

The University's Mitigating Circumstances Policy and Mitigating Circumstances Guidelines for Students are available at:

http://www.liv.ac.uk/tqsd/pol_strat_cop/index.htm