

University Regulations Regarding Absences,

General Information

- ✎ All students are required to attend lectures, seminars, practicals, and other formal classes as specified in their course timetable
- ✎ Students **MUST** inform the department of any absences from tutorials and seminars.
- ✎ Departments can authorise short absences for personal reasons – Please contact your Department on 0116 252 5360.
- ✎ Requests for absences of more than 1 week must be approved by the Faculty Progress Committee, and will only be granted if the department is in agreement. You **must** take responsibility for any outstanding work.
- ✎ Students may be reported to the Faculty Board for serious neglect of academic duties. In such cases the Head of Department or Student Progress Officer will notify the students in writing of the alleged neglect, asking them to make a representation if they so wish.

Religious reasons for Absences

- ✎ You are required to notify the Registry at the beginning of the academic year if there are likely to be religious reasons for absence

Absences due to Illness

- ✎ Students who suffer a minor illness for **LESS** than 5 working days are expected to notify their departments. Students should self certify their illness using the forms provided by their department. (Also available on-line at: http://www.le.ac.uk/economics/teach/documents/NotificationofIllHealthForm_002.xls)
- ✎ Where illness is **MORE** than 5 days or is of non-minor nature, students should submit medical evidence to their department.

Absences due to Work Commitments

- ✎ Absences due to work commitments **will not** be allowed. A student should not work more than 15 hours per week and they should ensure that course requirements are met **in full**.

If there is anything you do not understand, please email lg69@le.ac.uk or telephone 0116 252 5360