



The University of Manchester
Alliance Manchester Business School

Alliance Manchester Business School

Undergraduate Services

Absence from Class Form

This form should be completed when a student is unable to attend **any** of their classes – seminars, workshops or labs – because of illness or other good reason.

Introductory notes:

- 1) There is an important section in the online undergraduate handbook, found under My Programme, How your learning is supported on Absence from Class, work and Attendance Requirements, which you must read in order to familiarise yourself with the penalties for unsatisfactory attendance.
- 2) If you have **advance notice** of an absence (e.g. funeral of a close relative) you should:

Inform the Course Unit Coordinator of the class(es) you will miss **before** the lecture, seminar, lab or workshop; **and**
Complete an 'Absence from Class' Form **prior to your absence(s)** and hand it in to the Assessment and Student Support Centre (ASSC) in room D14 in AMBS/East.
- 3) Unless your absence is for medical or other reasons of a serious nature, you will be considered as having been absent without authorisation.
- 4) If you are absent for more than one week due to illness or other serious circumstances, you must attach suitable supporting evidence (e.g. a medical certificate) to your completed 'Absence from Class' form and return both documents to the ASSC. You should also notify the Course Unit Co-ordinators concerned.
- 5) The information given in this form is confidential although you are asked to consent to the details being disclosed to University of Manchester personnel who may have a need to see them in the course of their work.

When the form is completed, you must SUBMIT IT with any additional documentation to the ASSC in the Alliance Manchester Business School East building (D14).

Personal Details

Family name		ID Number
Other names		
Degree Programme		
Year of programme	Enter 1, 2, 3 or 4.	
Name of your academic advisor		
Contact telephone number and email address		

Absence details

Date of absence		Time of lecture/seminar /workshop/lab	
Course unit code			
Course unit title			
Course unit Coordinator			
Seminar/Workshop/Lab leader (if not the Unit Coordinator)			

Reasons for Lecture/Workshop/Seminar/Lab Absence

Please describe, in full in your own words, the reason for your absence(s) and <i>attach any relevant supporting information</i> .	
--	--

Student declaration and consent

I confirm that the information I have given is correct to the best of my knowledge. I consent:

- 1) to this document and supporting evidence being recorded on my manual file;
- 2) to the details being recorded on any electronic file relating to my performance in assessment; and
- 3) to the details being disclosed to University of Manchester personnel, including the AMBS Board of Examiners, having a need to see them in the course of their work.

Signed: _____ Date: _____