

LEARNING AND TEACHING SUPPORT HANDBOOK

Chapter 12 - Student Absence

Postgraduate Research students should refer to the [PGR Student Absence Policy](#).

Taught students should refer to the policy below.

1. Introduction

- 1.1 It is recognised that students can suffer illness or other adverse personal **circumstances** which affect their ability to attend and engage with their programme of study and/or complete an examination/assignment.
- 1.2 Although students are expected to attend all formal assessments and examinations, if a taught student is ill or experiencing other adverse personal circumstances at the time of an assessment or examination, they should consult the University's Mitigation system for considering the possible effects of such circumstances on students' performance.
- 1.3 Taught students must report their absence via the [MyExeter](#) App or as directed by their Faculty (or delegated School) for all absences from their programme of study. Students are reminded that many medical practices are unable to provide a medical certificate unless they are consulted during the illness. Students are therefore advised to contact their medical practitioner as soon as possible when a medical certificate is required (see below).

2. Submission of absence report

- 2.1 Any absence reports and medical certificates or other corroborating evidence must be submitted to the relevant Faculty (or delegated School) Office at the earliest opportunity in order for them to be considered. Faculties (or delegated Schools) should keep medical certificates and corroborating evidence until the end of the year following the student's graduation or leaving the University.

3. Ability to work significantly affected by a medical condition.

- 3.1 Where a student's ability to work has been significantly affected by a medical condition which has continued over a period of time, even though actual absences may have been occasional or intermittent, the student should arrange for a note from a medical practitioner to explain the condition and its effect.
- 3.2 This note should be submitted to the appropriate office, and an application for consideration of mitigation made at the point of assessment.

4. Absence from programme of study

- 4.1 The following arrangements normally apply in instances of absence from programme of study due to ill health, with exceptions relating to assessments and examinations detailed below.
- 4.2 Absence of seven consecutive days or fewer.
- For an absence of seven consecutive days or fewer, the student must:
- For an absence of seven consecutive days or fewer, undergraduate or postgraduate taught students must report their absence via the [MyExeter](#) App or as directed by their Faculty (or delegated School);
 - Postgraduate Research students should refer to the PGR Student Absence Policy.
- 4.3 The reasons for short term absence which are eligible for consideration are:
- Disability (in accordance with ILP and HWSS recommendations).
 - Illness.
 - Illness of a dependent or other immediate relative for whom they have caring responsibilities.
 - Medical Appointments.
 - Bereavement or other compassionate grounds.
 - Police incident.
 - Jury service.
 - Unforeseen emergencies.
 - Interview/ career related appointments.
 - Approved University visits, courses, exchanges.

4.4 For these short-term absences listed above, additional evidence is not required.

4.5 Absence of more than seven days

For any absence of more than seven consecutive days the student must provide a medical certificate from a medical practitioner or evidence of the reason for prolonged absence e.g. jury service.

4.6 Persistent absence

Where a student is persistently absent from their programme of study due to illness the Faculty (or delegated School) may require a medical certificate for all future absences, however long. In such cases the Faculty (or delegated School) Office will notify the student of this requirement.

4.7 Absence from teaching practice

An education student on teaching practice **must** inform the Faculty's (or delegated School's) ITT Partnership Office of **any** absence within 24 hours.

4.8 Absence from clinical practice

A medical or healthcare student on clinical placement **must** inform their placement provider of **any** absence as soon as practically possible.

4.9 In exceptional circumstances where a student has a severe or incapacitating condition, the Dean for Taught Students (DfTS) may authorise the appropriate absence from study or change of programme status e.g. interruption.

5. Taught Students Only: Absence from examination or assessment due to illness

5.1 The University has an established [Mitigation Policy](#) for considering the possible effects of illness on an examination or assessment. See also [Mitigation | Student hubs | University of Exeter](#).

6. Taught Students Only: Submission deadline affected by illness

6.1 The University has an established [Mitigation Policy](#) for considering the possible effects of illness on submission deadlines. See also [Mitigation | Student hubs | University of Exeter](#).

7. Other special circumstances

7.1 Return to the University following interruption on medical grounds.

Students must provide a certificate from a medical practitioner to their Faculty (or delegated School) Office to support their return to the University following interruption on medical grounds. For more information about interruptions, please see [Chapter 13](#), 'Procedure for the Interruption and Voluntary Withdrawal of Taught Students' or [Chapter 5](#) of the Postgraduate Research Handbook, 'Statement of Procedures: Periods of registration and changes to registration status for graduate research students'.

7.2 Aegrotat awards.

A certificate from a medical practitioner must be sent to the appropriate Faculty (or delegated School) to support consideration of any request for an Aegrotat award. For more information on Aegrotat awards, please see [Ordinance 16](#).

7.3 Progression requiring special permission of the Dean for Taught Students.

A medical certificate must be sent from the Faculty (or delegated School) to the Dean for Taught Students (DfTS), via [Education Policy, Quality and Standards](#), to support recommendations on medical grounds concerning student progression which requires the special permission.