

## R10. Regulation for Leave of Absence

Students enrolled on taught programmes may seek permission to take a Leave of Absence from their programme for a period that will not subsequently be counted towards their award. The circumstances under which Leave of Absence may be considered and the procedure to be followed are set out in the documentation for applying for leave of absence. Permission to take a Leave of Absence may be subject to any restrictions imposed by a student's sponsor or funding body.

Undergraduate students will be able to take a leave of absence for one year at a time for up to four years. The absence will normally be a minimum of one year unless the leave of absence is to support a transfer to a different course, or the student is repeating study.

Postgraduate students can take an absence of one year at a time up to two years. A minimum of one year at a time is normally expected to ensure that students do not miss any teaching.

Significant extenuating circumstances that require more time off require further permission from the Department where the student is enrolled.

If students need to take a break from their studies for less than a month, this can be dealt with by the Department. Students do not need to take a leave of absence in this instance. They should contact their Departmental course administrator and the Department can make arrangements. The weeks granted permission to be absent will still count towards the student's programme and there will be no amendment to the programme end date.