

ABSENCE FROM COMPULSORY SESSIONS FORM

Administrative Details

Student Name: _____ ID Number: _____

Unit Involved: PSYC _____ Session(s) Involved: _____

Form Submitted On: _____

Reason For Absence

A) Severe acute illness?

Private Yes ___ No ___ *Description (if No)* _____

Documentation Yes ___ No ___ *Staff Signature (if No)* _____

B) Severe personal difficulties ?

Private Yes ___ No ___ *Description (if No)* _____

Documentation Yes ___ No ___ *Staff Signature (if No)* _____

C) Severe family difficulties?

Private Yes ___ No ___ *Type (if No)* _____

Documentation Yes ___ No ___ *Staff Signature (if No)* _____

D) Other?

Private Yes ___ No ___ *Type (if No)* _____

Documentation Yes ___ No ___ *Staff Signature (if No)* _____

Authentication

***Staff Member (pick one):** PT ___ DoSS ___ DUGS ___ Other _____

Signature: _____

Students: Please fill out this form — with the necessary signatures added, and supportive documentation included if required — and return promptly to the School Office, preferably before the missed session.

WARNING: If you knowingly fill out this form with **FALSE INFORMATION**, or provide false supporting documentation, you mark for the unit involved will be capped at 40%, and further disciplinary action may follow.

**PT = Personal Tutor; DoSS = Director of Student Support; DUGS = Director of Undergraduate Studies*

GUIDELINES FOR ABSENCE FROM COMPULSORY SESSIONS FORM

First, students should inform both their instructor and their Personal Tutor in writing (i.e., in the same email) of their request for an absence from a compulsory session. The student should preferably do so before the compulsory session, or as soon as possible afterwards. If students cannot for some valid reason promptly submit this form to the School Office themselves, then they should notify the School Office, their instructor, and their Personal Tutor in writing (i.e., in the same email), or have someone else, on their behalf, either contact these parties or submit the form.

Documentation to support the reasons given for absence from a compulsory session should normally be attached with the form, or be pending. In some cases, a qualified member of staff, usually a student's Personal Tutor, can sign the form to vouch for a student's veracity. In addition, duly informed staff must sign the form if the reason given is to be kept private.

In addition, only a LIMITED number of absences from compulsory sessions can be requested without the student's fitness to study undergoing review, and the possibility of voluntary or involuntary degree suspension or termination being considered, following sympathetic consultation with the Director of Student Support. A guideline would be no more than THREE requests for absence for the SAME reason, and no more than SIX for ANY reason, in the same year. For more information on University of Southampton regulations concerning attendance, programme requirements, and suspensions, please see << <http://www.calendar.soton.ac.uk/sectionIV/attendance.html> & <http://www.calendar.soton.ac.uk/sectionIV/interruption.html> >>. Other action may also be taken by the University in accordance with its Regulations.

In the absence of good reason for being absent from THREE compulsory sessions, a student's marks for the unit will be capped at 40%, and further disciplinary action may follow. Note also that, if a student misses too many compulsory sessions, even with valid excuse each time, they may still fail to meet the learning outcomes of a unit. Hence, they will have to achieve those outcomes in an alternative way, through the completion of alternative work assigned by the unit instructor.

Instructors will notify students in advance as to whether each unit contains compulsory sessions, and in-class roll calls will in any case be taken. Units that do contain compulsory sessions typically involve hands-on, interactive, and collaborative training (e.g., for data analysis and research methods, in PSYC 1010, PSYC 1011, PSYC 1012, PSYC 2019, and PSYC 2020) or small-group tutorials (PSYC 1005). Hence, lectures are usually NOT compulsory sessions. Year 3 option units may or may not involve compulsory sessions. Some typical criteria for obtaining absences from compulsory session are given below. As these criteria cannot cover the particulars of every possible case, they may be extended or rescinded under exceptional circumstances; normally, however, they will be strictly enforced. If unsure about the validity of a reason for being absent from a compulsory session, students should ask their Personal Tutor or the Director of Student Support for clarification, or failing that, the Director of Undergraduate Studies.

A) Severe acute illness

Mild colds are NOT valid excuses. However, debilitating viral illnesses (e.g., influenza) and tummy bugs (e.g., norovirus) ARE valid excuses; so are dental and medical emergencies. Medical documentation is NOT required for illness lasting five days or less; instead, students should fill out a *Self-Certification of Illness* form instead. Where a severe acute illness due to chronic medical condition, physical or psychiatric, is repeatedly cited, the University may take action as set out above.

B) Severe personal difficulties

Traumas, and some urgent obligations, meet the criteria; hassles do not. Where a continuing personal difficulty is repeatedly cited, the University may take action as set out above.

Typical valid excuses: legal or criminal proceedings; traumatic assaults; road accidents; mishaps causing injury; unforeseen transportation complications

Typical invalid excuses: failure to awaken; faulty watch; employment obligations

C) Severe family difficulties

Traumas, and some urgent obligations, meet the criteria; hassles do not. Where a continuing family difficulty is repeatedly cited, the University may take action as set out above.

Typical valid excuses: death of close family member (sibling, parent, grandparent) or close friend; severe acute illness of close family member (sibling, parent, grandparent) or close friend; being left suddenly responsible for a young, old, or sick family member or close friend

Typical invalid excuses: regular childcare duties

D) Other

Some urgent or civic obligations meet the criteria; celebratory or leisure events do not.

Typical valid excuses: jury service; becoming suddenly and unexpectedly the sole person able to stop serious harm befalling another; also, attendance at ONE job interview.

Typical invalid excuses: vacations; weddings; births among family members and friends; sport events