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## How to report an absence

Students must complete an absence report for any significant absence from the University. Supporting documentary evidence will be required and should be scanned electronically.

The Student Absence Policy applies to all undergraduate and postgraduate taught students and defines a significant absence as an absence of more than seven consecutive days during semester time or one which prevents a student from attending an examination or fulfilling any other requirement for the award of credit.

1. Login to your Student Center and locate the Academics section. Click on the 'My Absence' link.

Academics

Enrollment My Choices ▶  
My Classes  
My Academic Record  
**My Absence**  
My Good Cause  
My Results

other options... >>

2. Carefully read the instructions explaining the absence reporting process. Then click on the relevant academic session and then on the 'Add New Absence' button.

| Academic Year / Term |               |                     |               | 1-3 of 4 |
|----------------------|---------------|---------------------|---------------|----------|
| Term                 | Career        | Academic Program    | Academic Load |          |
| 2017-18              | Undergraduate | Master of Arts(Soc) | Full-Time     |          |
| 2016-17              | Undergraduate | Master of Arts(Soc) | Full-Time     |          |
| 2015-16              | Undergraduate | Master of Arts(Soc) | Full-Time     |          |

**Add New Absence**

- You will then be asked to submit the details of your absence, including the absence type and how long you expect to be absent. Once you have completed this form click on the Save Changes button.

**Updated Absence Record**

Confidentiality

Please note that by submitting this information you are authorising access to it by anybody responsible for coordinating the provision of your programme or assessing your progress. This is likely to be your Adviser of Studies, Head(s) of School and Course Coordinator(s). You should not submit anything for which you wish to restrict circulation.

Please see the guidelines regarding procedure for sensitive information.

**Absence Type:**

**Date of Start of Absence (dd/mm/yyyy hh:mm):**

If possible, please estimate expected duration of absence (in days):

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- Your absence report will now be displayed on your 'My Absence' page. You can click the Edit link to upload supporting documents or record your return from absence.

| <b>Absence History</b> |            |          |                       | View All       | 1 of 1                 |
|------------------------|------------|----------|-----------------------|--|------------------------|
| Absence Type           | Begin Date | Duration | Support Docs          |  |                        |
| Medical                | 02/21/2018 | 1 day    | No documents uploaded | <a href="#">Edit</a>   | <a href="#">Delete</a> |