

**Guidance for PGR Students**  
**Requesting an absence from the University**

Please log in to **UofG Helpdesk** to submit absence requests.

Please find instructions below:

- Type “CoSS Graduate School” into the search bar on the UofG Helpdesk landing page. You will see all PGR specific forms that are currently available for submission via the Helpdesk.



- The user interface contains clear information about the details you are required to provide.
- Upon submission, the form will automatically be sent to your supervisor for comment and approval.
- Should your supervisor have further questions before they can approve your request, they will return the form to you and you can add the required information into the Helpdesk.
- There is no need for you to monitor your request. If you need to take any action or your request has been approved/denied, you will receive a notification to your student email address.
- You can check the progress of your request under “My Items” on the UofG Helpdesk landing page.

