



UCFB|GIS*

Exceptional Student absence and Travel in Term-time policy

Owner:	Director of Student and Academic Services
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*UCFB and GIS are trading names of University Campus of Football Business Limited

1. Purpose

- 1.1. The purpose of this policy is to detail how exceptional requests for student term-time absence will be dealt with by UCFB|GIS.
- 1.2. This policy needs to be read in conjunction with the following:
 - [UCFB|GIS Attendance and Engagement Policy](#)
 - University of East London (UEL)
 - Attendance and Engagement Policy
<https://www.uel.ac.uk/about/about-uel/governance/policies-regulations-corporate-documents/student-policies>
 - Supporting Elite Athletes Policy Academic Study Policy
<https://www.uel.ac.uk/about/about-uel/governance/policies-regulations-corporate-documents/student-policies>

2. Scope of Policy

- 2.1. This policy applies to all undergraduate and taught postgraduate students, whether studying at any UCFB|GIS campus or by distance learning.
- 2.2. This policy covers all scheduled learning and teaching activities provided in term-time, including remote attendance for online, live sessions.

3. Background

- 3.1. UCFB|GIS students are expected to be committed to their studies and demonstrate this by maintaining a good record of attendance and engagement with all scheduled learning and teaching activities during term-time, including those involving external professionals. This will support them in both meeting academic expectations and having a fulfilling student experience during their time of study.
- 3.2. Routine absence from study will be monitored and action will be taken under the policies detailed at (1) above where student absence and lack of engagement raises concern. Student absence maybe be authorised for a number of reasons under the policies detailed at (1) above.

4. Exceptional Term-time absence

- 4.1. UCFB|GIS recognises that its students may, due to nature of their courses and sporting interests, be offered opportunities to attend, participate in, or volunteer at, major sporting events that occur nationally or internationally during term-time. These opportunities may be made to students as representatives of UCFB|GIS or as individuals. In such instances students can apply for a period of authorised absence, according to the following process:
 - a. Applications must be made in advance using the Exceptional Term-time Absence Approval Form (see below)
 - b. The application must be approved by all of the following:

- i. Relevant Course Leader
 - ii. Relevant Academic Dean of UCFB|GIS or Director of GIS
 - iii. Director of Student and Academic Services (or nominee)
- c. Students must be in good academic standing, and their record of engagement and attendance will be considered prior to approval of the exceptional absence. The Course Leader will comment on this on the Exceptional Term-time Absence Approval Form. Note: where a student has a poor record of attendance and /or engagement it is unlikely that an application made through this route would be successful.
- d. Students undertake to behave in a professional and reliable manner, that will bring credit to UCFB
- e. Students must have an excellent disciplinary record and not have any outstanding fees owed to UCFB|GIS. The UCFB|GIS Director of Student and Academic Services (or nominee) will comment on this on the Exceptional Term-time Absence Approval Form
- f. Any attendance requirements for courses approved by a Public, Statutory or Regulatory Body (PSRB) must be considered before approval can be granted by

EXCEPTIONAL TERM TIME TRAVEL AGREEMENT

Section 1.

Please type over prompts in blue text

Student name:	
Email:	
Telephone:	

3	Support for opportunity

Section 2.

To be completed where students are travelling as part of a group organised by UCFB|GIS rather than independently

		Y/N
1	Health and safety policy	
		s04 0 000.08 0.48 0.48 EM/

2 Student Briefing and Induction