Swansea University L#583059

**REQUEST FOR temporary leave from study**

**SECTION A: Personal Details**

|  |
| --- |
| Surname: |
| Forenames: |
| Student Record Number: |

**SECTION B: Programme Details**

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| --- |
| Programme of Study: |
| Level of Study e.g. L1, P1:  Not applicable for Research students |
| Home College: |

**SECTION C: Request for Temporary Leave from Study**

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| --- |
| Period of leave/absence requested beginning first day of absence ending last:  First day of absence  Last day of absence |
| Reason for leave/absence: Personal Medical Financial Other |
| Brief outline of reason for absence: |

**SECTION D: Student Signature**

|  |  |
| --- | --- |
| I confirm that the information above is correct, that this is a temporary request for absence, and I am still continuing with my studies at Swansea University. | |
| Signature: | Date: |

**SECTION E: Authorisation by College**

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| --- | --- |
| I hereby authorise the above absence from the University. | |
| Signed HOC/Designate:  Date of Signature: | Print Name: |

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| **COLLEGE USE ONLY** |
| Engagement Record Updated by College |

Swansea University L#583059

**CAIS AM absenoldeb dros dro o raglen astudio**

**ADRAN A: Manylion personol**

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| --- |
| Cyfenw: |
| Enwau Cyntaf: |
| Rhif Cofnod y Myfyriwr: |

**ADRAN B: Manylion y Rhaglen**

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| Rhaglen Astudio: |
| Lefel Astudio, er enghraifft L1, P1:  Amherthnasol ar gyfer myfyrwyr Ymchwil |
| Coleg Cartref: |

**ADRAN C: Cais am absenoldeb dros dro o raglen astudio**

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| Cyfnod yr absenoldeb a geisir, gan ddechrau ar y diwrnod cyntaf a gorffen ar y diwrnod olaf:  Diwrnod cyntaf yr absenoldeb  Diwrnod olaf yr absenoldeb |
| Rheswm dros absenoldeb: Personol Meddygol Ariannol Arall |
| Amlinelliad byr o'r rheswm dros absenoldeb: |

**ADRAN Ch: Llofnod y myfyriwr**

|  |  |
| --- | --- |
| Cadarnhaf fod yr wybodaeth uchod yn gywir, bod hwn yn gais am absenoldeb dros dro, a fy mod yn parhau i astudio ym Mhrifysgol Abertawe. | |
| Llofnod: | Dyddiad: |

**ADRAN D: Awdurdodwyd gan y Coleg**

|  |  |
| --- | --- |
| Yr wyf i, trwy hyn, yn awdurdodi'r absenoldeb uchod o'r Brifysgol. | |
| Llofnod Pennaeth y Coleg neu ddirprwy:  Dyddiad y llofnod | Enw mewn priflythrennau: |

|  |
| --- |
| **AT DDEFNYDD Y COLEG YN UNIG** |
| Cofnod cyfranogiad a ddiweddarwyd gan y Coleg |