

**REQUEST FOR temporary leave from study**

**SECTION A: Personal Details**

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| 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**

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| 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  |



**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**

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| 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**

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| 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:  |

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