

UNDERGRADUATE ABSENCE FORM

A student's absence is considered justified in case of serious illness or injury, or death of an immediate relative, the Student Affairs will send to the Professor the submitted justification form with all the information provided by the student.

The formal justification form should only be filled in case of:

- Formal course evaluation interference:
Minitest; Quiz; Midterm; Endterm; Final Exam.

Conditions:

Absences due to student's serious illness or injury, or death of an immediate relative, can be justified using the online Absence Form that should be submitted along with an evidence of absence. This evidence should be one of the following documents:

- a) signed and stamped declaration issued by the competent healthcare authority: hospital or healthcare center of the National Health Service;
- b) death certificate issued by a funerary agency.

Under these circumstances, students are allowed to replace one of the term exams by the final exam.

In case the student was absent in any other component of the evaluation due to any of the above reasons, the professor may choose to aggregate different components of the evaluation to calculate the final grade of the (justified) absent student.

Normal class absences should be communicated directly with the Professor.

Deadlines:

The Absence Form should be submitted within two days after the date of the class/exam missed. If necessary, the substantiation documents can be provided later, but always within 5 working days after the date of the class/exam. After that date, the justification will be disregarded.

[SUBMIT YOUR ABSENCE JUSTIFICATION HERE](#)