

Oxford Brookes University

Student sickness policy

For all taught Undergraduate and Postgraduate programmes you should make a reasonable attempt to participate in all classes, seminars, visits, workshops, practical classes, placements and related events which form part of the award for which you are registered.

However, we understand that from time-to-time you may be unwell or occasionally something unexpected may happen which prevents you from attending classes or your placement. This policy explains what you need to do.

Please do not attend classes, go to your placement or visit any campus facilities, if you are displaying any of the symptoms of Covid-19:

- Dry, persistent cough
- Loss of taste
- High temperature.

You should self-isolate, [book a PCR test](#) and you can return to campus if the test result is negative.

If you are unable to attend in-person teaching/placement

If you become ill, or you need to be absent from a class, it is important to inform your Module Leader. Please contact the Module Leader in advance if you are unable to attend in-person teaching such as lectures, seminars, practical classes or tutorials for any reason - they will be able to provide assistance in catching up with the work you have missed.

Health and Social work pre-registration students are required to adhere to the placement area attendance policy and the sickness absence reporting scheme identified in the practice education handbook.

If your absence is likely to be long term, please contact your academic adviser for further advice and see the information below: **'What to do if you are ill or absent from class for four or more weeks'**.

If you are unable to submit coursework by the deadline

At the beginning of each module that has an assessed coursework component you will be informed of the 'deadline' for submission. This is the last point at which your work will be accepted and these deadlines must be adhered to. Work that is submitted after the original deadline will not be marked and will be awarded 0F unless an extension has been agreed via the [Exceptional Circumstances](#) process. It is each individual student's responsibility to manage their own coursework and it is important that you plan and manage your time and commitments to enable you to meet deadlines. Submission can only be considered successful if your work is submitted at the time and in the appropriate format required.

Should you be unable to hand in work on time please get in touch with your [Student Support Coordinator](#).

There may be occasions during your studies, where you feel circumstances outside of your control (such as an acute illness) have affected or have the potential to affect your studies. The University has the [Exceptional Circumstances](#) policy and processes in place to support you.

What to do if you are ill or absent from class for four or more weeks

A student who, for any reason, ceases from study for a period of four or more consecutive semester-time weeks must inform their Module Leader and the Subject Coordinator of the fact and reasons in writing by the end of the fourth week at the latest. Students are advised to do so at the earliest opportunity. For the purpose of this regulation vacations will be ignored.

If your personal circumstances change, making regular attendance difficult, then you **MUST** inform your Module Leader and the Subject Coordinator as soon as the problem arises. This will enable us to give you appropriate advice and support, and will ensure that your absence is not misconstrued.

If, due to illness or other personal circumstances, you are unable to attend classes for a long period of time, you should also read the [Time Out from your Course](#) webpage for more information.