

## LEAVE OF ABSENCE PROCEDURE

OCTOBER 2020

We expect that you will prioritise your studies at the Academy and ensure that you are available to attend all classes, orchestral projects, scheduled activities, rehearsals, assessments and performance activities. It is important however, that you have the opportunity to undertake appropriate external professional activities relevant to your development as musicians, artists and professionals. There may also be times when you need to be away from the Academy for personal reasons.

The Academy's activities and projects require planning stages of differing lengths. For this reason we need you to request leave of absence even if you do not have a scheduled class or activity at that point, so that we know if you are not going to be available. For the purpose of scheduling projects, we will assume that you are available throughout the academic year unless we are notified in good time, and by any internal deadlines that we put in place. **Any orchestral project clashes must be resolved in the first stage of this process.**

While the Covid-19 pandemic continues and there continue to be quarantine requirements, we expect that requests for leave of absence involving overseas travel during term time will only be in very exceptional or emergency circumstances. The following process has been designed to work within the new COVID-secure environment, to ensure that we fulfil our obligations in monitoring the attendance and engagement of students, and to provide you with an efficient process for requesting time away from the Academy.

1. If you need to request Leave of Absence you must first email the Concerts department (orchestral instruments only), your department administrator and your Head of Year/Tutor with details of why you are requesting time away from the Academy. This allows for a dialogue to take place if any clashes need to be resolved or if there is a concern over your requested absence.
2. You will be contacted if there is a concern about your request and where there is, this will be fully explained to you. We have the right to refuse your request at this point, for example on the grounds that you should be prioritising your programme of study, or that your absence would present us with complex operational difficulties (such as jeopardising a performance project or impacting the learning experience of others).
3. Once you have completed this step, to confirm your leave of absence complete the Leave of Absence form for your Principal Study Department via Blackboard.
4. The form will be received by your Department Administrator and the Concerts Department (for orchestral instruments).



5. If you are requesting leave and will **miss an assessment or a deadline**, you must apply to Special Circumstances Committee to request a deferral or an extension, before you request leave of absence.
6. The information submitted will be held by your principal study department for the duration of your studentship and may be shared with other members of staff including the Registry, for Tier 4 compliance purposes. Your personal data will be stored and processed by the Royal Academy of Music in accordance with the provisions of the 2018 General Data Protection Regulation (GDPR). Please see [www.ram.ac.uk/privacy](http://www.ram.ac.uk/privacy) for more information.