# **Communication, teamwork, and presentation skills**

## Template for explaining absence from lectures, tutorials, or other teaching sessions

If you miss classes as a result of illness or other extenuating circumstances, you should inform staff of your absence and the reason for it. Some lecturers award credit for attendance and participation so you should let staff know if you cannot attend classes for genuine reasons.

If you miss classes for a prolonged period of time, contact your individual lecturers to explain your absence and, if necessary, to ask for their assistance in catching up. You may wish to submit supporting documentation (such as medical certificates) to the relevant School or College Office. If you are registered with the Disability Support Service and your absence is connected to your disability or long-term health condition, contact your Disability Advisor as well.

University of Galway has an [Extenuating Circumstances policy](https://www.universityofgalway.ie/media/registry/exams/policiesprocedures/QA209---Extenuating-Circumstances---Dec-2020.pdf) that explains what is meant by extenuating circumstances. Under the policy, a student may - where extenuating circumstances have impacted any assessment worth 20% or more of the marks for that module - make a submission to their College for their circumstances to be taken into account. Where assessment worth less than 20% is impacted, students should engage with the relevant lecturer.

Feel free to use or adapt this email template overleaf to explain an absence or to inform staff about illness or other extenuating circumstances. Just insert your own details into **[the fields that look like this]** and copy and paste into a new email. See also the **Guide to emailing University staff**.

In the **subject field**, type the purpose of your email, for example: Absence from classes

Dear **[Title of the staff member that you are emailing: for example, Professor, Dr, M, Ms, followed by their last name]**,

My name is **[first name and last name]** and I am a **[what year]** student in your **[name class – module code and name if possible]** class.

I am emailing you to let you know that I **[have missed/will miss]** a number of your classes due to **[name the reason why you have missed or will miss classes. You do not have to go into detail if you would prefer not to – for example, it is OK to say “due to illness”.]**. My absence **[covered/will cover]** the period from **[start date of absence to end date of absence, if you know these]**.

I am worried that my absence will have a negative impact on my performance this semester. Do you have any suggestions that might help me to catch up on the classes that I have missed?

I look forward to hearing from you at your convenience.

Kind regards,

**[First name, last name and student ID number]**

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