



University of Texas at Austin
MMUF In Absentia Petition

Please return this completed form to Alberto Gonzalez, Operations Manager at MALS: GWB 2.102G or albertg@austin.utexas.edu.

GENERAL INFORMATION

Purpose: In absentia status provides an opportunity for MMUF students to engage in approved study in a location at least 100 miles away from the university's campus during the academic year while continuing to work under the guidance of a mentor and the Mellon Mays program. Provided the proposed arrangement enhances the student's program of study, in absentia students are eligible for full MMUF benefits (including the stipend) if they fulfill the contract. (In absentia status lasts for one semester or for the summer only.)

Requirements: To apply for in absentia status, you must ensure that the following requirements have been satisfied.

1. Receive approval from the MMUF Director and your MMUF Mentor.
2. Submit an in absentia petition to the MMUF Coordinator with the appropriate signatures 1 month prior to date of departure: June 15 for summer, July 15 for fall and December 15 for spring.
3. Attach a virtual meeting plan to this document. The virtual meeting plan will detail the dates of contact with both the MMUF Mentor, MMUF Director, and/or teaching assistant for the entire time you will be in absentia.

Deadlines: In absentia petitions are due June 15 for summer, July 15 for fall and December 15 for spring. Late petitions will not be accepted.

- A MMUF student may be in absentia for no more than a total of two semesters.
- The same limitations on employment apply for in absentia students as for on campus students enrolled in the MMUF program.

Please note: In absentia status is not automatically extended. To extend in absentia status, a new petition justifying the need for the extension must be submitted. Also the study plan must include what research has been completed and what research still needs to be done.

IN ABSENTIA PETITION CHECKLIST:

- Study Plan:** Please outline the project to be undertaken while in absentia. Be sure to include the dates, location, and financial resources that you will use while in absentia. Attach this plan as an additional page(s) to this form, including the skype, email, writing assignments or virtual communication plan with your mentor and the MMUF Directors and/or TA.

If this is an extension please include what you have accomplished while being on In Absentia in the past and what remaining research needs to be done while continuing on In Absentia.



- Documentation:** Please support your request with documentation. This could include any of the following: a letter from the host institution or faculty sponsor, an external funding award letter, or notification of research project approval.
- Correct signatures:** In absentia forms may not be signed by proxies; the student, MMUF Director, and MMUF Mentor must sign the original document. Signing the form vouches that the proposal as presented is an accurate reflection of the student's plans. You must read and sign the bottom of this form for it to be processed. All signatures must be original.
- Correct format and submission:** All information on this form, excluding signatures, should be printed or typed.

BIOGRAPHICAL INFORMATION

UT EID number: _____
 Email address: _____
 Last name: _____
 First name: _____
 Middle initial: _____
 Academic program: _____
 Degree program and anticipated date of conferral: _____

TERMS FOR WHICH IN ABSENTIA STATUS IS REQUESTED

Extension ____ or First time request ____
 Check the term you are petitioning for: Summer 20____ Fall 20____ Spring 20____

SIGNATURES OF APPROVAL

 MMUF Director name and signature Date

 MMUF Mentor name and signature Date

CHECKLIST: COMPLETE STUDENT ACCEPTANCE STATEMENT AND SIGNATURE

 Student signature Date

<p>MMUF DIRECTOR'S DECISION</p> <p><input type="checkbox"/> APPROVED</p> <p><input type="checkbox"/> DENIED</p>
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