

## Religious Observance Policy

### London Campus

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## 1. Introduction

ESCP Business School is proud of the diversity of its student population and values the contribution this brings to our community. With a wide range of faiths and beliefs represented on campus, we are committed to promoting tolerance, understanding, and cooperation.

Many religions require members to pray at specific times or to observe festivals and holy days. We recognise that students often balance their educational and religious commitments. This policy aims to minimise, where reasonable and practicable, the impact that mandatory religious observance may have on a student's studies and ability to succeed.

## 2. Student Responsibilities

Students are expected to:

- Remain engaged with their studies.
- Attend all scheduled classes and assessments.

The academic calendar is structured around UK national public holidays, which largely reflect the Christian calendar. Students who anticipate being absent due to religious observance must inform the School in advance (2 weeks) and complete the **Religious Observance Form** (Appendix A), which will be reviewed by the Student Services Panel.

## 3. Scope and Limitations

Requests for absence for an assessment will only be considered where the observance is a mandatory requirement of the student's faith. The School refers to the [Interfaith Calendar](#) to assess such requests and may require written confirmation from a recognised faith leader to support the application. Religious holidays not listed in the calendar will not normally be considered.

If an assessment falls on a day of mandatory religious observance, the School will make reasonable efforts to provide appropriate adjustments where possible.

All requests must be submitted at least two weeks in advance of the intended absence. The School cannot be held responsible for missed assessments where the request was not submitted on time, or where no reasonable alternative can be arranged.

Extended absences (e.g. for pilgrimage) cannot usually be accommodated within the academic term. In such cases, students may be required to formally interrupt their studies, take a gap year, or defer their programme.

ESCP will endeavour to make adjustments to support the student. It may not be possible for all students requests to be accommodated.

#### **4. Assessment of Applications**

The School will consider:

- Whether observance is a mandatory aspect of the student's faith.
- The amount of requested time off and its compatibility with academic requirements.
- Any potential impact on other students' learning.
- Practical feasibility, including staffing, space, and resources.

## (Appendix A) Religious Observance Request Form

*This must be submitted at least 2 weeks prior to the date of the intended absence or assessment affected.*

Student name	
Student ID	
Programme of study	
Religion	
Requested dates of absence	
Courses affected	
Request for	<input type="checkbox"/> Class absence <input type="checkbox"/> Exam absence
Explanation of observance	
Evidence (Supporting letter from the faith leader of the community you practice with)	
Decision (for School use only)	

Please email the completed form to the UK Director of Student and Academic Services, Florence Mele, at [fmele@escp.eu](mailto:fmele@escp.eu)