Application for Leave of Absence

Postgraduate Researchers

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| PART A: To be completed by the PGR (insert your ID No. and name on each page of this form) |
| Surname (Family Name): |
| Forename(s): | Title (e.g. Dr, Mr, Ms, Mx, etc):  | Student ID Number: |
| School/Department: |
| Degree: Choose an item. | Mode of study: Choose an item. |
| Email Address you wish the outcome of your request to be sent to: |
| Names of Supervisors: |
| Do you hold a Research Council award? Choose an item. If yes, please select the Research Council from the dropdown list: Choose an item.You must contact your University Grant Administrator for the Research Council that sponsors you, for information on the implications of leave of absence on your funding. If you do not know the name of your University Grant Administrator, please email studentships@contacts.bham.ac.uk. Please tick to confirm that you are aware of the implications of leave of absence on your Research Council funding [ ]  |
| 1. Dates of Leave of Absence that you are requesting?

From: Click or tap to enter a date.To: Click or tap to enter a date. |
| 1. Reason(s) for requesting Leave of Absence: Choose an item.
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| 1. Please state your reasons for requesting a Leave of Absence (max 500 words)

For retrospective requests please state why you were unable to apply at the appropriate time.  |
| 1. Supporting Evidence (e.g. Medical note, Bank statement etc)

Please list your supporting evidence  |
| Type of evidence | Period of cover | Attached |
| *Example Medical Note* | *16 July 2018 to 2 August 2018* | *✓* |
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| You should be aware that these documents may be made available to the University’s Research Progress & Awards Sub Panel.If you are unable to provide supporting evidence, please explain why: |
| 1. Have you previously applied for leave of absence?

If yes, please provide details below: |
| From | To | Reason | Approval |
| Click or tap to enter a date. | Click or tap to enter a date. | Choose an item. | Choose an item. |
| 1. International postgraduate researchers
2. Do you currently hold a UK Visa? Choose an item.
3. If yes, please indicate the type of visa you hold Choose an item.
4. Visa Expiry Date: Click or tap to enter a date.
5. Do you currently hold Indefinite Leave of Remain of Refugee status? Choose an item.
6. Are you currently in the UK? Choose an item.

Please attach a photocopy of your current passport photo page and visa. If you extended your visa in the UK you will have a biometric residence permit – please submit a copy of both sides of this card. Your extension request will not be processed unless these supporting documents are received.Passport copy attached [ ] Visa/biometric residence permit copy attached [ ] Only answer question 6.6 if you are applying for a Leave of Absence for maternity or if you are applying for a medical Leave of Absence for 8 weeks or less1. Are you planning to remain in the UK during your Leave of Absence? Choose an item.
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| 1. Do you live in University owned accommodation? Choose an item.
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| 1. Declaration

I understand the implications of taking a Leave of Absence from my studies and that it is my responsibility to notify the Research Student Administration team of my wish to return to my study at the end of the Leave of Absence requested on this form.I confirm that I have keep the University updated with my contact details via the online registration facility at [registration.ac.uk](http://www.my.bham.ac.uk) |
| Signed: | Date: |

*Please forward to your supervisor for completion of PART B.*

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| PART B: To be completed by the Student’s Lead Supervisor |
| I support the request [ ]  I do not support the request [ ]  Please give your rationale for your response (whether supporting the student’s request or not). Requests will be returned if this information is not included. |
| Is evidence to support this request attached? Yes [ ]  No [ ]  If you are supporting the application without evidence, please state the reasons for this below. |
| For PGRs holding a Tier 4 visa, attendance records must be checked and the attendance reports attached to this form. You can obtain these from the PGR Administrator within your School. Requests from Tier 4 PGRs will not be considered without this informationAttendance records attached? Yes [ ]  No [ ] Please comment on any instances where the leave of absence dates conflict with the attendance records and attach relevant GRS2 forms |
| Signed: Date: Name (Block capitals): |

*Please forward this form to the Head of School/School PGR Lead for completion of PART C.*

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| PART C: To be completed by the Head of School (or School PGR Lead). Where the HoS or nominee is the PGR’s supervisor, an alternative person of equal standing should complete Part C |
| I support the request [ ]  I do not support the request [ ]  Please give your rationale for your response (whether supporting the student’s request or not). Requests will be returned if this information is not included. |
| Signed: Date: Name (Block capitals): |

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| PART D: To be completed by the School/College PGR Administrator if the PGR is/was in receipt of UKRI funding |
| Is the PGR funded by a Research Council? Yes [ ]  No [ ]  If yes, you must contact the appropriate University Grant Administrator for the Research Council in question for information on the implications of the leave of absence on the PGR’s funding. If you do not know the name of the appropriate University Grant Administrator, please email studentships@contacts.bham.ac.uk.Request checked with Grant Administrator? Yes [ ]  No [ ] Request approved by Research Council? Yes [ ]  No [ ] Please provide the exact text to be included in the confirmation email to the PGR, outlining the implications of leave of absence on the PGR’s Research Council funding:*(This information will be provided to the PGR by Registry upon approval of their request)*Please note that, subject to approval of the absence by the University Research Progress and Awards Sub-Panel and the appropriate regulations, the School PGR Administrator will need to instruct Payroll to stop stipend payments. |
| Signed: Date: Name (Block capitals): |

*Please email the completed form, together with supporting documents, to the Research Student Administration team at* *PGRLETForms@contacts.bham.ac.uk*