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| The Leave of Absence (LoA) Checklist must be completed for all students with a Tier 4 visa and for non-Tier 4 students where the period of LoA exceeds 12 months. It is recommended that the LoA Checklist is completed for requests of LoA periods from 3 – 12 months’ duration. The Checklist should be completed by the supervisor in consultation with the student before being forwarded to the Graduate School with the LoA Request form. |

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| Student Surname |  | | Student Forename |  |
| School |  | | UUN |  |
| Tier 4 visa holder  (please tick) | Yes | No |  | |

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| **Supervision and Support** |  |
| What arrangements have been made for contact with supervisor(s) based in Edinburgh?  *Note: regular contact (recorded on EUCLID) is an attendance and engagement compliance requirement for a student with a Tier 4 visa.*  Include arrangements for expense claims, travel and accommodation.  Will the Edinburgh-based supervisor visit the student?  Will a local supervisor be appointed? |  |
| What support is available at the site of study from other researchers/academics? (in addition to any supervision) |  |
| Does the student have access to a local advisor or mentor? (in addition to any supervision) |  |
| Is the School willing to pay an honorarium to the advisor/ mentor / non-UoE supervisor? |  |
| What access is there to any other academic input, such as seminars? |  |

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| **Facilities and Environment** |  |
| What access will the student have to study facilities, such as a library, desk space? |  |
| What access will the student have to the required technology (broadband, skype, etc.)? |  |
| Does the applicant require access to or need to take specific research equipment? |  |

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| **Risks** |  |
| *Personal safety:*  Has the student been made aware of the risks of studying in the chosen location?  Has the study site been subject to a risk assessment? |  |
| *Students with a Tier 4 visa:*  Has the student consulted with Edinburgh Global regarding the impact of the LoA on their Tier 4 visa? (<http://www.ed.ac.uk/global/student-advisory-service>) |  |
| *Funding:*  Does being on LoA affect the student’s funding? Has the student consulted their funding body or sponsor to check this? |  |

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| **Study Plan** | **To be completed by student in consultation with Principal Supervisor** |
| **Year 1** |  |
| Any compulsory training programmes in Edinburgh? |  |
| Study visit to Edinburgh (if required) |  |
| Milestones to be achieved |  |
| Arrangements for annual review |  |
| **Year 2** |  |
| Any compulsory training programmes in Edinburgh? |  |
| Study visit to Edinburgh (if required) |  |
| Milestones to be achieved |  |
| Arrangements for annual review |  |
| **Year 3** |  |
| Any compulsory training programmes in Edinburgh? |  |
| Study visit to Edinburgh (if required) |  |
| Milestones to be achieved |  |
| Arrangements for annual review |  |
| **Year 4** |  |
| Any compulsory training programmes in Edinburgh? |  |
| Study visit to Edinburgh (if required) |  |
| Milestones to be achieved |  |
| Arrangements for annual review |  |
| Arrangements for submission of thesis |  |
| Viva exam (where/how will this take place?) |  |
| **Year 5 (for PT only)** |  |
| Study visit to Edinburgh (if required) |  |
| Milestones to be achieved |  |
| Arrangements for annual review |  |
| **Year 6 (for PT only)** |  |
| Study visit to Edinburgh (if required) |  |
| Milestones to be achieved |  |
| Submission of thesis |  |
| Viva exam (where/how will this take place?) |  |

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| APPROVED BY | Print Name | Signature | Date |
| Student\* |  |  |  |
| Supervisor\* |  |  |  |
| Head of Graduate School\* |  |  |  |
| College\* |  |  |  |

**Document control (College Office use only)**

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| Date approved: 14 July 2017  Start date: 1 August 2017 | Amendments: | Date for next review: April 2018 |
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