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| Postgraduate Research students may apply for leave to continue their studies away from the University of Edinburgh campus for temporary periods (please refer to the PGR Degree Regulations and Programmes of Study, at <http://www.drps.ed.ac.uk/>, before completing). Authorisation may be given by the Graduate School and College provided that such a temporary move does not conflict with any other requirement of the student’s programme of study, including any obligations to be physically available for on-campus activity. This form should be completed by the PGR student, sent to Principal Supervisor for agreement, and then forwarded to the Graduate School for further action. Supporting information must be attached as appropriate. 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 and sent to the College Office pgrcse@ed.ac.uk with the LoA Request form once approved by the Graduate School. It is recommended that the LoA Checklist is completed for requests of LoA periods from 3 – 12 months’ duration. Authority to approve LoA for non-Tier 4 students for periods up to 12 months has been devolved to Schools.  |

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| --- | --- | --- | --- |
| Student Surname |   | Student Forename |   |
| School |   | UUN |   |
| Tier 4 visa holder (tick) | Yes [ ] **\*** | No [ ]  |  |  |

\* Please complete schedule of contact points section on next page.

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| **Leave of Absence Dates** |
| Start date |  | End date |  | Total no. of months |  |

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| **Reason for Leave of Absence Request** |
| *Please state whether fieldwork, writing up away from Edinburgh, industrial placement etc.* (box will expand with text) |

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| **Type of LoA or Exchange (Please tick relevant option below)** |
| Exchange | At collaborating institution | Industry placement |
| [ ]  | [ ]  | [ ]  |
| Destination Country |  | Institution Name (if applicable) |  |

**For Tier 4 students only:**

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| **Schedule of Contact Points** |
| *Please provide details of the Contact Points arranged to maintain engagement for Tier 4 students. Please note that a minimum of* ***12 Contact Points****, spread across the calendar year, i.e. one per calendar month, must be identified for* ***all PGR students****.* (box will expand with text) |

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| --- | --- | --- | --- |
| APPROVED BY | Print Name | Signature | Date |
| Student\* |  |  |  |
| Supervisor\* |  |  |  |
| Head of Graduate School\* |  |  |  |
| College\* |  |  |  |
| Tier 4 School Contact\* (for Tier 4 students only) |  |  |  |

*\*An e-mail from the student/supervisor/HoGS/College Dean/Tier 4 School Contact confirming approval is acceptable*

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| **For Leave of Absence period exceeding 12 months** |
| Date approved by College Research and Training Committee (Board of Examiners)  |  |

**For completion by the College Office once EUCLID updated**

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| --- | --- | --- | --- |
| Name |  | Date |  |

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

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| Date approved: 14 July 2017Start date: 1 August 2017 | Amendments:  | Date for next review: April 2018 |
| Contact: Academic Policy Officer | Department: Academic Affairs, College of Science and Engineering | Email: pgrcse@ed.ac.uk |
| If you require this document in an alternative format please email: pgrcse@ed.ac.uk  |