

**Leave of Absence Checklist**

The Leave of Absence (LoA) Checklist must be completed where the period of LoA exceeds 12 months. It is recommended that the LoA Checklist is completed for any periods of leave exceeding 3 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 |  |
| Student Route/Tier 4 visa holder (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 Student Route/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, video conferencing, 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? (template available at: <https://www.ed.ac.uk/staff/business-travel/travel-safety/risk-assessments-travel-plan>) |  |

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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) |  |

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| Milestones to be achieved |  |
| Arrangements for annual review |  |
| Arrangements for submission of thesis |  |
| Viva (where/how will this take place?) |  |

For programmes exceeding 4 years e.g. PhD with Integrated Study, part-time programmes, please add rows as relevant for Year 5 etc.

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| **APPROVED BY\*** | **Print Name** | **Signature** | **Date** |
| Student |  |  |  |
| Supervisor |  |  |  |
| Head of Graduate School |  |  |  |
| Student Route/Tier 4 students only: Graduate School Manager (or relevant delegated authority) |  |  |  |

*\*Emails confirming approval are acceptable*

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| **For Leave of Absence period exceeding 12 months** | |
| Date approved by College |  |

For details on why we need this information and how we use it, please see: [https://www.ed.ac.uk/academic-](https://www.ed.ac.uk/academic-services/students/privacy-notices) [services/students/privacy-notices](https://www.ed.ac.uk/academic-services/students/privacy-notices)

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

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| Date approved: 1 April 2022  Start date: 25 May 2022 | Main amendments to previous version:  References to Tier 4 and funding moved to LoA form  Included references to Student Route visa (formerly Tier 4)  ‘Tier 4 contact’ now ‘Graduate School Manager (or relevant delegated authority)’  Updated link to template risk assessment | Date for next review: April 2023 |
| Contact: Postgraduate Research Support Officer | Department: Academic Affairs, College of Science and Engineering | Email: [pgrcse@ed.ac.uk](mailto:pgrcse@ed.ac.uk) |
| If you require this document in an alternative format please email: [pgrcse@ed.ac.uk](mailto:pgrcse@ed.ac.uk) | | |