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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. 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. Authority to approve Leave of Absence for periods up to 12 months has been devolved to Schools.  Please refer to the PGR Degree Regulations and Programmes of Study, at <http://www.drps.ed.ac.uk> (Section 30) and the Code of Practice for Supervisors and Research Students at [Code of Practice 2021 (ed.ac.uk](https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf) (Section 5.1).  This form should be completed by the PGR student, sent to the Principal Supervisor for agreement, and then forwarded to the Graduate School for further action. Supporting information should be attached as appropriate.  The Leave of Absence (LoA) Checklist must be completed for all students where the period of LoA exceeds 12 months and sent to the College Office [pgrcse@ed.ac.uk](mailto: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 exceeding 3 months’ duration. |
| **Student Details** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Surname |  | | Student Forename |  |
| School |  | | UUN |  |
| Student Route/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, 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 or Company Name (if applicable) | |  |

**For Student Route/Tier 4 visa holders only:**

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| **Schedule of Contact Points** |
| *Please provide details of the Contact Points arranged to maintain engagement for Student Route/Tier 4 visa holders. Contact points must be arranged in line with individual School plan requirements.* |

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| --- | --- |
| For Student Route/Tier 4 students only:  Please tick to confirm you have sought advice from the University Student Immigration Service about impact of a Leave of Absence on your visa status  <https://www.ed.ac.uk/student-administration/immigration/contact-us> |  |

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| --- | --- |
| For funded students only:  Please tick to confirm that you have sought advice about the potential impact of a Leave of Absence  on your funding. |  |

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| --- | --- |
| Supporting Documentation *(please list any documentation that you are attaching to this form)* |  |

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| --- |
| Graduate School / Supervisor comments (optional) |
|  |

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

*\*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-services/students/privacy-notices>

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

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| Date approved: 1 April 2022  Start date: 1 April 2022 | Main amendments to previous version:  Added link to Code of Practice for Supervisors and Research Students  Added sections for funding, Tier 4 and supporting documents  Included references to Student Route visa (formerly Tier 4)  ‘Tier 4 contact’ now ‘Graduate School Manager (or relevant delegated authority)’  Amendment to text within ‘Schedule of Contact Points’ section | 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) | | |