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**IGS PGR COMPASSIONATE LEAVE FORM**

To request paid PGR compassionate leave of up to 5 calendar days (FTE) please submit the form below.

You should inform your academic supervisor of any period of absence. This is in addition to completing the PGR Compassionate Leave Form.

All queries should be sent to the Informatics Graduate School - igs@inf.ed.ac.uk

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| **Section 1 – for completion by the student** |
| **University UUN:** |  |
| **Forename:** |  |
| **Surname:** |  |
| **University Email:** |  |
| **Programme of study:** |  |
| **Primary supervisor:** |  |
| **Enter a brief description of reason for requesting compassionate leave** |
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| **I would like my leave to start on (dd/mm/yy):** |  |
| **I would like my leave to end on (dd/mm/yy):** |  |
| *Please note that retrospective compassionate leave requests will not be accepted, unless there are very exceptional circumstances that meant the leave could not be applied for at the appropriate time.* |
| **I expected to resume my PGR studies on (dd/mm/yy):**  |  |
| **Please select your current stipend funding source:**UKRI funded [ ] EPSRC funded (includes DTP, ICASE, CASE and NPIF awards) [ ] School of Informatics funded [ ] Other School funded [ ] Industry or research grant funded [ ] Other [ ] I don’t know [ ]  |
| Please tick the box to confirm you that you are the named person submitting this form [ ]  |
| Signature of student: Date: |

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| **Section 2 – for completion by the primary supervisor (or appropriate other, e.g. Deputy Director of IGS or CDT Director).**  |
| Please add your signature to confirm that you support this request and that, in your opinion, this short term absence will not have a detrimental effect on the students’ academic studies. |
| Signature of primary supervisor: Date: |

***Privacy notice:*** *The data on this form will be used to verify your identity and used to process your request. It will be held securely for the duration of your studies. We will send you the outcome of the request to your University of Edinburgh email account only (we will not communicate via personal email addresses). We will store the fact that you have requested this period of leave to ensure our records are correct. We will not use the data for any other purpose.*

*The University of Edinburgh is the Data Controller of any information you have entered on this form and is committed to protecting the rights of individuals in line with Data Protection Legislation. The University’s Data Protection webpages provide further information on your rights and how the University processes personal data.*