

**COLLEGE OF SCIENCE AND ENGINEERING APPLICATION FOR LEAVE OF ABSENCE FROM RESEARCH STUDIES**

To apply for a period of leave from your studies, whether due to ill-health, maternity leave, an internship/placement etc please arrange this form is signed by your supervisor and School convener (c/o socs-rsc@glasgow.ac.uk). When complete and signed by both the supervisor and the convener, it should be returned to: scieng-gradschool@glasgow.ac.uk

Please note that a letter from your doctor must be included for all medical leave and this should include confirmation of the period of leave.

N.B. During the period of leave tuition fees are not charged and stipend payments are normally stopped (except in some cases for medical leave for UKRI-funded students and during the first six months of maternity leave). The end date of a student’s research period will be amended to include the period of leave.

Students who hold a Student visa (formerly Tier 4) cannot take a Leave of Absence for employment or placement purposes unless the placement is an integrated and assessed part of their programme. In such cases, the appropriate route is a 'Study Further' application, not a Leave of Absence.

For other types of leave, if the period exceeds 60 days, the University must report the change to the Home Office and withdraw visa sponsorship. The student will need to leave the UK and reapply for a visa before returning to resume their studies.

## Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Student ID |  |
| School |  | Supervisor |  |
| Start-date |  | Funder (N.B. Must be completed) |  |

 **Details of Leave**

|  |  |  |  |
| --- | --- | --- | --- |
| Start-date of Leave |  | Return Date from Leave |  |

|  |  |
| --- | --- |
| Other periods of leave where relevant |  |
| Reason for Leave\* |  |

**Supervisor/Convener Approval**

|  |  |
| --- | --- |
| Supervisor to comment on current progress |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor |  | Date |  |
| PG Convener |  | Date |  |
| Dean |  | Date |  |

\*If the period of leave is for an internship, the student should provide a one page document outlining why the internship will be of value, the intended outcomes and why it will benefit their PhD on their return. Details of frequency and nature of contact with the supervisory team during the internship should also be provided. The internship must not be part of the student's PhD studies or directly contribute to their thesis.