

**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 Tier 4 visa are required to leave the UK for the duration of the suspension is this is for more than 60 days. The University is required to report this change of circumstance to the Home Office and to withdraw sponsorship of the visa. Students will be required to re-apply for a visa before returning to the UK 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.