

## Leave of Absence Request (Research)

**Part A: Student details** *Please type or print in block capitals*

First name  Surname

Student number  Department

Tier 4 visa holder (International students only)  (tick box if yes)

Taking a leave of absence will affect your immigration status. The University will notify the Home Office (formerly the UKBA) that you are suspending your study and this will result in your visa being curtailed. You will be required to return to your home country for the time that you are on leave of absence. You are reminded that it is your responsibility to ensure that you are not in breach of immigration regulations. Advice can be obtained from one of the University's designated immigration advisers: <https://www.york.ac.uk/students/support/international/immigration/>.

Programme of Study

Date your studies began  /  /  Current year of study   
e.g. Year I

Mode of attendance Full-time  Part-time  Distance Learning

Source of funding (if in receipt of studentship/scholarship/student loan)

Reason for LOA request

Signed  Date  /  /

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## Part B: To be completed by the Department

### Conditions of Approval:

A Chair Board of Studies/Graduate School Board/Research Committee can approve a period of Leave of Absence if the following conditions are in place:

- The start date of the Leave of Absence is within the current term (*a vacation period following a term is considered to be part of that term*)
- The student is **not** repeating more than one term of study
- The Leave of Absence **does not total more than two years (six terms)** in any one programme. No more than twelve consecutive months of Leave of Absence may be approved at a time.

Where these conditions will be exceeded, the Board of Studies/Combined Board of Studies/Graduate Chair must request approval of the proposed arrangements from the Special Cases Committee.

### Leave of Absence details

Tier 4 visa holder?  (tick box if yes)

Please note that changes to a student's circumstances must be notified to Home Office (formerly the UKBA) within 10 days of the University approving any changes to the Tier 4 visa holders' circumstances. A Leave of Absence will result in a visa being curtailed and the student will need to reply for a new visa before re-commencing their studies. Please advise the student consult with an Immigration Adviser as part of the approval process.

Date student last attended

 /  / 

Is this the start date of the LOA?

YES / NO

If No, please give a reason for differential dates

**Note 2:** The start date of the Leave of Absence is normally the date the student last attended classes or the last date of active study. If the date on which the LoA is to begin is **not** the last date of attendance, the request will need to go to the SCC for approval. Leave of Absence should not be approved retrospectively beyond the start of the term in which the leave of absence is being processed. The vacation following a term is to be regarded as part of that term if the request is being processed during a vacation. The start-date of a leave of absence should not be backdated unless, in exceptional circumstances, the student has not been in attendance.

LoA end date

 /  / 

LoA reason/condition of return code

(If you are unsure which code to use, please leave blank)

**Note 3:** Codes for Leave of Absence:

01 – Compassionate

02 – Programme Transfer

03 – Disciplinary

04 - Employment

05 – Exchange Programme

06 – Financial

23 - Academic

07 - Health (mental)

08 - Health (physical & mental)

09 - Health (physical)

10 - Health/Academic

11 – Health/Compassionate

12 – Motivational

13 - Other

14 - Personal Reasons

15 – Maternity

16 - Resit exams out of residence

17 – Resit final exams out of residence

18 - Sabbatical year

If the student's return to study is to be conditional on the provision of evidence that the student is physically or mentally fit to resume study then one of the Health codes must be given as the reason for the LOA.

**Statement of support from student's supervisor**

Name of supervisor:	
Signature of supervisor:	

**Is it recommended that the student repeat any part of their programme?**

Start date of repeat study:	/ /	End date of repeat study:	/ /

**Note 4:** A repeat study period is any study which will take place after the student returns from Leave of Absence that will entail repeating a term or part of a term already studied before the Leave of Absence began. Students will normally be charged tuition fees for any period of repeated study.

**Please give dates and details of any previous periods of Leave of Absence**

Start date of previous LoA:	/ /	End date of previous LoA:	/ /
Details:			
Start date of previous LoA:	/ /	End date of previous LoA:	/ /
Details:			
Start date of previous LoA:	/ /	End date of previous LoA:	/ /
Details:			

Year of study returning to after leave of absence?

Transfer to another programme of studies on return?  (tick box if yes)

**Note 5:** If a transfer is required, a separate transfer of programme will need to be completed.

Revised end date of programme  /  /

**Note 6:** *If the approved period of the Leave of Absence results in a programme extension to make up a missing term, the end date for the programme is the end of the term of the programme extension or the last day of any examinations for work from that term if it is later. Please note that undergraduate students **must** complete nine terms for a three-year degree or twelve terms for a four-year degree.*

### Conditions of return

Are there any further conditions which must be met before the student can resume their enrolment and studies, which are not part of the reason/resume condition for LOA?

Condition(s):	
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**Note 7 :** *The exact text used above will appear in the e-mail or letter sent to the student advising them of approval of the Leave of Absence request. The student must not participate in any work, study or research related to their enrolment during their period of suspension, unless a condition is set for them to do so. Where a condition of undertaking work, study or research is set approval by the Special Cases Committee is required.*

**Other appropriate additional information**

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### Part C: Authorisation by the Graduate Chair

I approve this recommendation for a leave of absence. I confirm that the student has not been using University resources (eg, attending lectures, seminars, supervisions or thesis advisory panel meetings, working in a laboratory, or using the University Library) since the proposed start date of the leave of absence, unless otherwise stated.

**Name**

*(please type or print)*

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**Signed**

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**Date**

/ /
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Please **attach** any relevant supporting evidence (e.g. a medical letter) to the request. Please **do not send** original hard copies of documents held in the department under separate cover; these should be scanned and attached electronically to the request.

Evidence must be provided with this form for the leave of absence request to be considered.

When completed this form must be sent to the Research Administration Team (research-admin-team@york.ac.uk) from the University email address of the Graduate Chair or the Chair must be copied into the email to be processed.