Leave of Absence Request (LoA)
(Research)

Please Note: Any relevant evidence must be attached (such as a medical letter) before the request will be considered or approved. Original hard copies of documents must be submitted to the department and scanned in by the department to be attached to the application request. Students living in University accommodation will need to give four weeks’ notice to Accommodation Services. Find out more about requesting to vacate.

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)

If you are a Tier 4 Visa holding student, taking a leave of absence will affect your immigration status. The University will notify the Home Office (UK Visas and Immigration) that you are suspending your studies and this will result in your visa being curtailed (cancelled) 60 days after the date of this notification. Your right to remain in the UK will be withdrawn. You must leave the UK before the visa curtailment and cannot return for the period of your leave of absence. You will be required to return to your home country for the time that your studies are suspended.

You will need to apply for a new Tier 4 Visa before returning to your programme of study and will be asked to provide evidence of your new visa application when you return.

If you have any questions regarding your visa, contact the University’s Immigration Advice service www.york.ac.uk/immigration/

Please note that we cannot approve a retrospective start date to your Leave of Absence if you are a Tier 4 student.

Programme of Study  

Date your studies began  /  /  Current year of study e.g. Year 1  

Mode of attendance Full-time  Part-time  Distance Learning  

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

Reason for LoA request  

Student’s Signature  
Date  

Leave of Absence - Research
May 2017
**Part B: To be completed by the Department**

All Leave of Absence requests for over a period of one month must be approved by the Special Cases Committee.

**Leave of Absence details**

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<thead>
<tr>
<th>Tier 4 visa holder?</th>
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<th>(tick box if yes)</th>
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*Please note that changes to a student’s circumstances must be notified to UK Visas and Immigration within 10 working 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 reapply for a new visa before re-commencing their studies. Please advise the student to consult with the Immigration Advice service as part of the approval process.*

<table>
<thead>
<tr>
<th>Date student last attended</th>
<th>/</th>
<th>/</th>
<th>Is this the start date of the LOA?</th>
<th>/</th>
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*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 the university or actively engaged in their research. 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.*

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<tr>
<th>LoA end date</th>
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<tr>
<th>LoA reason/condition of return code</th>
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*(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.*
### Leave of Absence - Research

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

<table>
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<th>Name of supervisor:</th>
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<td>Signature of supervisor:</td>
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### Please give dates and details of any previous periods of Leave of Absence

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<tr>
<th>Start date of previous LoA:</th>
<th>/ /</th>
<th>End date of previous LoA:</th>
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<tbody>
<tr>
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### Year of study returning to after leave of absence?  

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### Transfer to another programme of studies on return?  

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

### Revised end date of programme

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Leaves of Absence - Research

May 2017
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?

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<th>Condition(s):</th>
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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

Part C: Authorisation: To be completed by the Graduate Chair (or departmental equivalent)

I approve this recommendation for a leave of absence. I confirm that the student has not been using University resources (e.g., 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.

Graduate Chair’s Name (please print)

Signed ___________________________ Date _______ / _______ / _______

I DO NOT approve this recommendation for a leave of absence.

Graduate Chair’s Name (please print)

Signed ___________________________ Date _______ / _______ / _______

If the Graduate Chair is not available, the chair of Board of Studies can authorise the request on their behalf.

When completed this form must be sent to Research Special Cases (research-special-cases@york.ac.uk) from the University email address of the Graduate Chair or the Chair must be copied into the email to be processed.