

Leave of Absence Request (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.

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 UK Visas and Immigration (UKVI) 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

Resident in University accommodation (tick box if yes)

If you live in University accommodation, you can be released from your residence agreement when you are granted a Leave of Absence under Clause 34 of your agreement. To do this, you MUST also complete a Request to Vacate form which you can download from <http://www.york.ac.uk/accommodation> or request from accommodation@york.ac.uk

Registered with Disability Services (tick box if yes)

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

Reason for LoA request

Signed

Date

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 UK Visas and Immigration (UKVI) 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 reapply 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

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Note 2: The start date of the Leave of Absence is must be the date the student last attended classes or the last date of active study, even where a student's attendance has been intermittent. Active study includes attendance at term-time examinations and supervision meetings. If the start-date of Leave of Absence (i.e. the last date of attendance) is prior to the term in which the request is being made, please explain why the request is being submitted late in the box below. 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.

LoA end date / / (This is the date the student will return to study)

Please note that the return date should not result in part of the student's programme being missed.

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

07 - Health (mental)

08 - Health (physical & mental)

09 - Health (physical)

13 - Other

14 - Personal Reasons

15 – Maternity

04 - Employment

05 – Exchange Programme

06 – Financial

23 - Academic

10 - Health/Academic

11 – Health/Compassionate

12 – Motivational

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. For medical leave of absence, the application must be accompanied by medical evidence. Evidence from the University's Open Door Team is not medical evidence but can be used to support an application on 'compassionate' grounds

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

Name of supervisor:	
Signature of supervisor:	

**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 / /

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 there is evidence that a student is incapacitated, they would not normally be expected to complete work until close to their return date. If they have work due prior to the start of LOA and are not prevented from working, and have not had an exceptional circumstances claim upheld, it will normally be appropriate for the original deadline to stand.*

Other appropriate additional information

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)

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