|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Postgraduate Researcher Absence Request Form (Student Visa holders)** | | | | | | | | | | |
| **Name** |  | | | | | | | | | |
| **Student Number** |  | | **School** | | |  | | | | |
| **Course** | **School:** | | | | | | | | | |
| **Absence Period Requested** | | | | | | | | | | |
| **Start Date** |  | | | | **End Date** | | |  | | |
| **Location for visit** |  | | | | | | | | | |
| **Reason(s) for visit *(tick all that apply)*** | Research visit | | |  | Research conference | | | | |  |
| Family visit | | |  | Holiday | | | | |  |
| Illness/medical issues | | |  | Other reasons (please detail below) | | | | |  |
|  | | | | | | | | | |
| **How will progress on the research project be maintained during the absence?** | | | | | | | | | | |
|  | | | | | | | | | | |
| **How will contact with the supervisory team be maintained during the absence?** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Date of last supervision meeting prior to the absence period:** | | | | | | | | |  | |
| **Date of next supervision meeting arranged the absence period:** | | | | | | | | |  | |
| **Signed (or e-signature):** | | | | | | | | | | |
| PGR | |  | | | | | Date: | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recommendation from supervisory team:** | | | | | |
| **Approved** |  | Comments |  | | |
| **Denied** |  | Reasons for denial |  | | |
| **Signed (or e-signature):** | | | | | |
| Main supervisor |  | | | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **School Postgraduate Research Lead approval:** | | | |
| SPGRL (or alternate[[1]](#footnote-1)) |  | Date: |  |
| Additional comments *(optional)*: |  | | |

*Please send completed form to* [*research@yorksj.ac.uk*](mailto:research@yorksj.ac.uk)*. Registry will record the absence in SITS, email confirmation of the outcome of the request to the student (cc the supervisory team and* [*visa@yorksj.ac.uk*](mailto:visa@yorksj.ac.uk)*).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Registry use only:** | | | |
| Actions completed by: |  | Date: |  |

1. Where the School Postgraduate Research Lead is on the supervisory team an alternate should sign. [↑](#footnote-ref-1)