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| **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) |  |
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| **How will progress on the research project be maintained during the absence?**  |
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| **How will contact with the supervisory team be maintained during the absence?** |
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| **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: |  |

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

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

*Please send completed form to* *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**).*

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| **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)