**PGR Student Authorised Absence Request Form**

*Academic Year 2023/24*

PGR students who hold a Student/Tier 4 visa can request a maximum of 60 days leave (inclusive of any weekend days) in any 12-month period. This period starts when they commence their studies with us. This is in addition to the time off they receive during the formal winter University closure.

**Note to students:**

1. You should use this form if you are a Tier 4/Student visa holder studying a Postgraduate Research Programme (such as a PhD).
2. You should use this form to request an absence up to the maximum of 60 days permitted per 12-month period.
3. **If you miss a sign-in due to this absence, you will be required to sign in with your School within 5 working days of your authorised absence end date**. You will then resume your normal sign in pattern.
4. By requesting an authorised absence, you acknowledge that progress on your PhD will not be impacted by this absence.
5. Once this form is approved by your School it will be retained on your School monitoring file.
6. If you have any questions relating to your absence, or the impact it may have on your Tier 4/Student visa, you should contact immigration@abdn.ac.uk.
7. If you are intending to travel away from Aberdeen during your proposed period of authorised absence, please do not book travel or decide to travel until you have received confirmation that your requested authorised absence has been approved by both your supervisor and school administrator.

**Note for School**

1. This form should be approved by the School and then retained within the students monitoring file.
2. The student must sign-in within 5 working days of the date on which the authorised absence ends. Following this sign-in, the student should resume the normal monthly sign in process.
3. The 60-day annual allowance is not inclusive of any time taken for suspension of study on exceptional grounds.

If you have any questions about this form, please email immigration@abdn.ac.uk

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| **Student Name** |  |
| **ID Number** |  |
| **Programme** |  |
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| **Absence Start Date** |  | **Absence End Date** |  |
| **Purpose of Absence (holiday; personal leave; medical leave etc.)** |  |

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| **Student signature and date** |  |
| **School signature and date (usually supervisor)** |  |

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| **To be completed at School Office – Authorised absence is not authorised until the below details are completed** |
| **Details of previous absences taken (in previous 12 months)** |  |
| **Please confirm the student has not taken more than 60 days authorised absence in the last 12 months** |  |
| **Administrator Signature and date** |  |