**PGR students on Tier 4**

**Application for Absence**

PGR students who hold a Tier 4 visa can request a maximum of 60 days leave (inclusive of weekend days if applicable) 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 closure.

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

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

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| **To be completed at School Office** |
| **Details of previous absences taken and confirmation that this will not extend the total leave beyond 60 days in the last 12 months (including suspensions).** |  |

**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 throughout your programme.
3. If you miss a sign in you will be required to sign back in to the School as soon as your leave ends. You will then resume your normal sign in pattern.
4. Asking for an absence means you are expected to catch up on any work missed while you are absent and it must not result in you needing to extend your submission date.
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

**Note for School**

1. This form should be approved by the School and then retained on the students monitoring file.
2. The student must sign in as soon as the leave ends, when they will then resume the normal monthly sign in process.
3. If you have any questions about this form, please email immigration@abdn.ac.uk