POSTGRADUATE RESEARCH STUDENT APPLICATION TO STUDY OFF-CAMPUS

This application should be agreed and signed by the student, the University Supervisor(s) and Postgraduate Officer, if approved; confirmation will be sent to the student by e-mail and copied to the School. If a fee reduction is recommended, then this must be approved by the Head of School.

Please note that Senate may permit or require full-time candidates to study elsewhere: (i) if it is satisfied that such study is desirable for the prosecution of their research; (ii) that adequate supervision can be provided; (iii) if you are an international student holding a Student visa the university is satisfied that it complies with the law regarding your attendance. Applications from students holding a Student visa who request off campus study in the UK will be sent to the Student Immigration Compliance team. Additional requirements may be imposed regarding monitoring and attendance.

**Please note that this form does not apply to students who have been admitted to study a research programme by distance learning. Such students would not be eligible for a fee reduction.**

US students funded through the Federal Direct Loan programme should be aware that the USDE regulations do not allow them to study in the US.  Please refer to <https://www.abdn.ac.uk/students/finance/us-federal-direct-loans.php> where further guidance is available. It is recommended that you discuss your situation with the University’s US Loan administrator before completion of this form.

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|  | **STUDENT DETAILS** | | | | |  |
|  | **Name of Student :** |  | | | |  |
|  | **Student ID Number:** |  | | | |  |
|  | **University Email address:** |  | | | |  |
|  | **Degree Programme (e.g. Chemistry):** |  | | | |  |
|  | **Supervised study start date:** |  | | | |  |
|  | **Current Degree Programme end date:** |  | | | |  |
|  | **Supervised study end date:** |  | | | |  |
|  | **Are you funded through US Federal Loans:** |  |  |  |  |  |
|  | **Do you hold a Student Visa:** |  | **YES** |  | **NO** |  |
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|  | **DETAILS OF OFF CAMPUS STUDY** | |  |
|  | **Dates of periods spent off campus. Please state dates of departure and return. Day, month and year MUST be stated, i.e. 1/09/13 to 31/10/13:** | |  |
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|  | **Destination:** |  |  |
|  | **Purpose of absence e.g. Writing up** |  |  |
|  | **thesis; data collection (please explain fully):** |  |  |
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|  | **CONTACT DETAILS DURING PERIOD OF OFF CAMPUS STUDY** | |  |
|  | **Address of where you will be staying:** |  |  |
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|  | **Telephone No**. (including dialling code): |  |  |
|  | **Name of Institution of where studies will be undertaken: (if applicable)** |  |  |
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|  | **Address of Institution :** |  |  |
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|  | **Name of Person who will act as external supervisor (if applicable):** |  |  |
|  | **Position Held (if known):** |  |  |
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|  | **CONTINUING SUPERVISION TO BE PROVIDED BY UNIVERSITY SUPERVISOR(S)** | | | | |  |
|  | **Method of contact with Aberdeen Supervisors: (e.g. written reports; email; skype)** |  | | | |  |
|  | **Frequency of contact: (e.g. monthly; weekly)** |  | | | |  |
|  |  |  |  |  |  |  |
|  | **Will there be supervisory visits to off campus location:** |  | **YES** |  | **NO** |  |
|  | **If Yes please provide details:** |  | | | |  |
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| **DETAILS OF ANY PREVIOUS OFF CAMPUS TRIPS** | | | | |
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| **Has permission to study elsewhere**  **been granted previously:** |  | **YES** |  | **NO** |
| **If yes please provide details**  **(when, Where and for what purpose):** |  |  |  |  |
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|  | **STUDENT SIGNATURE** | | | |  |
|  | This form should now be signed by the student, before being passed to the Supervisor and then the Graduate School for approval: | | | |  |
|  | **Student:** |  | **Date:** |  |  |
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|  | **SUPERVISOR APPROVAL** | | | | | | | |
| The student’s supervisors are required to approve the proposal that the student be permitted to study off campus. | | | | | | |  |
| **1st Supervisor:** | |  | **Date:** | |  | |  |
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|  | Tuition Fees will not normally be reduced for a period of Off Campus study. However, it is recognised that in certain exceptional situations, for example when access to Supervision is substantially reduced (see notes), it might be justified to reduce fees by half.  The Supervisor is required to recommend whether fees should be reduced or not by ticking the appropriate box below. If it is recommended that fees should be reduced then the Supervisor must provide written justification. The Head of School is also required to approve a reduction in fees (please note that, if no reduction is requested, Head of School approval is not required): | | | | | | |  |
|  | The proposed study arrangement does not provide grounds for fees to be reduced. | | | | | |
|  |  | | | | | |
|  | The proposed study arrangement provides grounds for fees to be reduced. | | | | | |
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|  | Please provide as much detail as possible for recommending a reduction in fees: | | | | | | |  |
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|  | **Head of School:** | |  | | **Date:** | |  |  |
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**Return form to:**

For the Business School, School of Divinity, History & Philosophy, School of Engineering, School of Geosciences, School of Language, Literature, Music & Visual Culture, Law School, School of Natural & Computing Sciences or School of Social Sciences please return this form to the Postgraduate Research School, [pgrs-engagement@abdn.ac.uk](mailto:pgrs-engagement@abdn.ac.uk)

For the School of Biological Sciences, please return this form to [sbspgadmin@abdn.ac.uk](mailto:sbspgadmin@abdn.ac.uk)

For the School of Education, please return this form to [soe-research@abdn.ac.uk](mailto:soe-research@abdn.ac.uk)

For the School of Medicine, Medical Sciences and Human Nutrition please return this form to [pgr-mmsn@abdn.ac.uk](mailto:pgr-mmsn@abdn.ac.uk)

For the School of Psychology, please return this form to [psych@abdn.ac.uk](mailto:psych@abdn.ac.uk)

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|  | **Approved by Postgraduate Officer** |  |  |  |
|  | **Date:** |  |
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**Notes on Fees for Off-Campus Study**

It will be assumed that full fees will be applied unless the Supervisor recommends a reduction and this reduction is approved by the Head of School. Off campus study is normally approved for academic reasons, such as for the completion of fieldwork, work/industrial placements associated with the student’s research, or as part of collaborative venture with another institution, i.e. a dual or joint degree. In these circumstances, it would be deemed appropriate for the student’s tuition fee to be reduced.

In considering whether a student should have their fee reduced, the level of supervisory contact that it is expected a student will receive should be considered. In the situations outlined above, it may be that there will be significantly less contact with the supervisor during the period of off campus study, particularly in the case of fieldwork where the student is not able to communicate as regularly.

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|  | **REGISTRY USE** | | | |  |
|  | **Date changes made in SRS:** |  | **By:** |  |  |
|  | **Date letter written:** |  | **By:** |  |  |
|  | **If T4 Reported:** |  | **By:** |  |  |
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