LEAVE OF ABSENCE FORM FOR POSTGRADUATE RESEARCH STUDENTS

BEFORE COMPLETING THE FORM, PLEASE READ THE GUIDANCE NOTES OVERLEAF

# A: BACKGROUND INFORMATION

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| Your Full Name: | | St Mary’s Registration No: |
| Your Home Address: | | Your Contact Telephone No: |
| Your degree [MPhil / PhD / DMin/EdD/DProf] | | Your current mode of attendance [full-time or part-time] |
| How are your fees paid? | Are you an International Student on a student visa?  **(If you are an International Student in the UK on a student visa you will need to speak to an immigration advisor at your institution before your interruption can be confirmed.** | |

**B: YOUR REQUEST FOR LEAVE OF ABSENCE FROM STUDIES**

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| What are the reasons for your request for leave of absence your studies? |
| When was [or will be] your last date of study? | |
| When do you wish to resume your studies? | |
| Your Signature and Date: | |
| Signature of your Director of Studies [with date]:  Signature of PGR/EdD Lead [with date]: | |

**C: OUTCOME OF YOUR REQUEST**

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| Approval of Chair/Deputy Chair of Research Degrees Committee  Signature of Chair/Deputy Chair:  Date: |
| Confirmation by Student Administration at St Mary’s University that the student database has been amended, and the student has been issued a formal notification of the outcome and of any changes to the thesis [re]submission deadline.  Date: |

**GUIDANCE NOTES**

* Leave of Absence from studies is a serious step, which may have funding implications. Therefore, you are strongly advised, before completing the form, to discuss your proposed change with student finance advisers at your institution and, where appropriate, the people/organisations responsible for paying your fees.
* If you are an international student in the UK on a student visa you will need to speak to an immigration advisor before the interruption can be confirmed as interrupting your studies will affect your visa status.
* **St Mary’s University expects you to discuss your position with your Director of Studies before submitting a request**. It may be that he or she can suggest a solution that doesn’t involve a leave of absence from studies.
* When you have discussed the matter with your Director of Studies, you should jointly complete the form. The PGR/EdD Lead will forward it to **Research Services** who will make a formal recommendation to the Chair/Deputy of the **Research Degrees Committee**.
* In considering your request, the Moderator will judge whether you have a good reason for leave of absence from studies. Examples of the types of reason that are likely to lead to a request being accepted are as follows:
* Excessive employment demands which were substantial & temporary (part-time students only).
* Jury Service.
* Serious illness.
* Serious illness of partner, relative or friend.
* Bereavement.
* Childbirth.
* Please note that if you are in the UK on a student visa, it may be necessary for you to return to your home country for the period of your leave of absence.
* The final decision will be ratified by the **Research Degrees Committee**, following which your records will be amended, and you will receive a formal notification of any change to the date on which you are due to [re]submit your thesis.
* Please note that a leave of absence from studies is normally for a maximum of 6 months. If you wish to extend a period of leave of absence from studies so that it lasts up to 12 months, you can do this by repeating the process [we will normally contact you before the end of your leave of absence to remind you that you will soon need to make a decision]. However, for leave of absence from studies of over 12 months, the Research Degrees Committee would need to review the request at a scheduled RDC meeting, which may lead to a delay in making a decision.
* If it is not possible to contact your Director of Studies, you can approach another member of your Supervisory Team instead.