



Hull York Medical School

Policy on Leave of Absence

| Approval Process: | |
|-----------------------------|--|
| Committee | Outcome/Date of approval |
| HYMS Board of Studies | Approved on 2 nd December 2014. Minor amendments approved via Chair's Action on 2 nd February 2015 following approval by HYMS Joint Senate Committee. |
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| K:drive | 3 rd February 2015 |

To obtain this Code of Practice in an alternative format:

Contact the HYMS Governance Coordinator.

Student queries

Please see the HYMS Student Support webpage for more information: <http://www.hyms.ac.uk/undergraduate/for-current-students/student-support>

If you have any queries regarding this Policy, please contact Student Support Office (student.support@hyms.ac.uk) or Postgraduate Office (postgraduate@hyms.ac.uk).

Definitions

| | |
|--|---|
| Leave of absence: | is defined as taking a break from studies. It effectively 'stops the clock' of the student's registration. Leave of absence is also known as 'intercalation' at the University of Hull and 'suspension of enrolment/registration' at the University of York. For the avoidance of doubt, the term 'leave of absence' should be used in HYMS. |
| Day: | means a calendar day. |
| Students: | mean all students studying a HYMS programme. |
| Programme: | means any academic activity, and/or clinical placement or experience, undertaken by a student for the purpose of achieving the award of credits, a certificate, diploma or degree, or for the purpose of achieving progression within training and meeting requirements for registration as a doctor with the General Medical Council, as prescribed in the relevant regulations. |
| Academic condition: | means a condition relating to a student's engagement in their programme of study made as part of the approved leave of absence. |
| Pastoral condition: | means a condition relating to the students return to study which relates to the student's wellbeing and ability to engage with the programme. |
| Retrospective leave of absence: | means a part of the period of leave of absence is taken retrospectively. |

Abbreviations

| | |
|--------------|---|
| HYMS | Hull York Medical School |
| MB BS | Bachelor of Medicine, Bachelor of Surgery |
| QAA | Quality Assurance Agency |

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Appendix A: Flowchart for processing leave of absence requests

Appendix B: Leave of absence request form – taught students

Appendix C: Leave of absence request form – research students

I. Introduction

- 1.1. The HYMS Policy on Leave of Absence is largely adopted from the University of Hull’s Codes of Practice for Intercolation for Undergraduate and Taught Postgraduate Students and Postgraduate Research Students, and the University of York’s Leave of Absence Policy. HYMS aligns its key policies with one of our parent Universities to avoid duplication and to ensure that we consistently meet the standard set out in the QAA Quality Code for Higher Education. Adjustments to the Universities’ Codes of Practice and Policies are made to ensure that this Policy meets the specific requirements of academic programmes and governance processes in HYMS.
- 1.2. This Policy provides further details on the procedure stated in the HYMS Policy on Student Welfare and Support (Section 6 Leave of Absence).
- 1.3. HYMS promotes valid request of leave of absence as a proactive student support process enabling you to successfully complete your programme of study. The School strives to provide you with sufficient guidance and support in submitting your request for leave of absence and supporting evidence. However, as future doctors and educated citizens, you should take responsibility for your own request of leave of absence and proactively seek academic and pastoral support at the earliest opportunity when you have encountered problems during your studies.

2. Request and grounds for leave of absence

- 2.1. You can apply for a leave of absence at any time during your studies, however, approval of your leave of absence request is not guaranteed.
- 2.2. You can request leave of absence on academic grounds, for example, to undertake an intercalating degree as part of the MB BS Programme, to transfer from one programme to another, to re-start your studies the following academic year, and to re-sit failed examinations or re-take failed assessments during the forthcoming academic year.
- 2.3. You can also request leave of absence at any time during your studies on documented medical, compassionate, or personal grounds. Your leave of absence may be planned, in the case of time off to travel or work, or be in response to illness or personal problems which are affecting the your ability to study effectively.

3. Duration

- 3.1. For MB BS students, a leave of absence will normally be granted for a maximum of one year at a time and limited to a total of two years, thus making seven years the total length of time in which the MB BS might normally be achieved in accordance with the HYMS Regulations for the degree of MB BS.
- 3.2. For intercalating, postgraduate taught and research students, a leave of absence will normally be granted for a maximum of one year at a time and for a maximum of two years.
- 3.3. Further years of leave of absence are normally only granted on the basis of significant extenuating circumstances and require special permission from the HYMS Board of Studies.

4. Retrospective leave of absence

- 4.1. You should submit requests for leave of absence to HYMS in advance, or as far as possible, before your proposed start date.
- 4.2. However, in exceptional cases such as a medical or personal emergency, you might not be able to take the decision to request a leave of absence.
- 4.3. Retrospective leave of absence **must** therefore be seen as exceptional and supported by HYMS, and you **must** provide clear evidence and a strong rationale for a retrospective leave of absence.
- 4.4. Leave of absence that is entirely retrospective will normally not be considered or approved.

5. Process

- 5.1. In principle, before making the decision to request a leave of absence, you should discuss your options with the HYMS Student Support Office or Postgraduate Office and with a relevant academic member of staff such as the Academic Lead for Student Support or Research Supervisor.

- 5.2. The leave of absence process is shown in Appendix A: Flowchart for processing leave of absence requests.
- 5.3. Requests for a leave of absence must be made using the HYMS Leave of Absence Request Form (see Appendix B and C), along with supporting evidence. Requests made without full completion of the form or supporting evidence will not be considered or approved.
- 5.4. All requests for leave of absence require approval by the Board of Studies (normally via Chair's Action) on the recommendation of the Academic Lead for Student Support (for MB BS students) or the Chair of the Postgraduate Programme Board (for postgraduate students).
- 5.5. HYMS will ensure that you are normally notified within ten days of the outcome of your request and appropriate conditions for your return.

6. Evidence and submission of request

- 6.1. As indicated in the HYMS Leave of Absence Request Form, all requests for leave of absence must be submitted with relevant supporting evidence. If no evidence is submitted, your request will not be considered until the evidence is received and this may result in a delay.
- 6.2. If you are applying for a continuation of a current leave of absence, you must include recent up-to-date evidence to support the new leave of absence request
- 6.3. You can submit evidence to HYMS with scanned electronic copies. Evidence includes but is not limited to:
 - 6.3.1. Medical certificate or doctor/counsellor letter.
 - 6.3.2. Occupational health report.
 - 6.3.3. Death certificate or other dated evidence of bereavement.
 - 6.3.4. Letter from an employer.
 - 6.3.5. Financial statement or written affidavit.
 - 6.3.6. Confirmation of maternity/paternity/adoption.

Any written letter should state the grounds for leave of absence and duration of treatment.

- 6.4. A letter from the Student Wellbeing Service at the University of Hull or the Open Door Team at the University of York is **not** considered medical evidence. You may be required to provide further evidence in order to have the leave of absence approved.
- 6.5. If you are submitting the form and evidence electronically, you must send the documents from your HYMS email address. You can forward your HYMS email account to another email address but any correspondence to HYMS must be sent from your HYMS email address.

7. Tier 4 (Student) Visa

- 7.1. International students who wish to take a leave of absence from HYMS may no longer be eligible for the Tier 4 (Student) Visa. Therefore, if you are an international student, you must consult with an Immigration Advisor at the University of Hull or the University of York **before** you take this step.

- 7.2. The Immigration Advisor is required to sign the specified section of the HYMS Leave of Absence Request Form to indicate that the international student has received appropriate advice.
- 7.3. HYMS via the University of Hull or the University of York is required to report leave of absence of an international student to the UK Border Force within 10 days of the start date of the leave of absence.

8. Academic conditions regarding leave of absence

- 8.1. Students who are on leave of absence are defined as taking a break from studies. As such, you are not a registered student and you are not entitled to receive any tuition or supervision. Specifically, the following conditions will apply unless specific permission for a variation has been given by the Board of Studies:
 - 8.1.1. You are expected to spend your time away from the University/clinical placement.
 - 8.1.2. You are not permitted to use University resources (e.g. attend lectures, seminars, supervision or Thesis Advisory Panel meetings, or work in a laboratory) during a leave of absence.
- 8.2. Except where a specific academic condition is set, you may not do work which contributes to your period of study or research during your leave of absence.

9. Conditions for return

- 9.1. You will only be able to re-register if you have fulfilled all the conditions to return from a leave of absence.
- 9.2. Where a leave of absence is granted on medical grounds, you must provide medical confirmation of your fitness to return to study (e.g. occupational health report, GP letter) before HYMS will permit them to register. This condition and details of how to obtain a fitness to return to study will be included in the letter notifying you of the approval of the leave of absence.
- 9.3. You must engage with any academic conditions made in your leave of absence approval (such as proposed plan of return, pre-sessional work, refresher period, assessment and examination) before you are allowed to return to your study.
- 9.4. You must engage with any pastoral conditions made in your leave of absence approval (such as specific arrangements required before return), before you are allowed to resume your studies.
- 9.5. If you are unable to return from your current leave of absence, you can request a further leave of absence by submitting another request but you will be required to provide new up-to-date evidence.

10. Access to Services

- 10.1. Your access to University, Student Union, and NHS (for placement students) services may be affected by your leave of absence. Once your status has been amended on the University

Student Record System, this information is transferred to other systems, e.g. Student Union and Library. The main effects are as follows:

| Services | Effects |
|---|---|
| Accommodation (University or NHS Trusts) | You will be required to leave the accommodation following University or NHS procedure and re-apply before your return to study. |
| Library | Your access will be suspended by default during the period of leave of absence, unless a special academic condition is set by the Board of Studies (e.g. submission of an essay or other outstanding work) that you must meet before resuming your studies. In which case, students with academic conditions will be permitted to use the Library for a suitable period before your return. |
| IT Services | You will have access to IT facilities during the period of leave of absence. You will therefore have access to HYMS email and Blackboard. Your student card will continue to work on door access controls. These are the default positions and can be amended for exceptional cases if required. |
| Student Union | You will have access to the Student Union advice centre, but will not be classed as members of the Union, and therefore will not have voting rights. You are not permitted to use the Union's licensed areas (bars) or sports facilities. |
| Nursery | You will have access to the nursery, although if you withdraw your child from the nursery during your leave of absence, you will have to re-apply for a place before your return to study, with no guarantee that a place will be available. |
| Disabilities Services | Your access to Disability Services may be restricted if you are on leave of absence. If you require support during your period of leave of absence, you must contact Disability Services prior to your request for leave of absence. |
| Study Advice Service, Careers Service, Counselling Service | You will have access to Study Advice Service, Careers Service, and Counselling Service. |

11. Financial consequences of leave of absence

11.1. There are financial consequences for students on leave of absence. If you have queries regarding your entitlements and liabilities during the period of leave of absence, you should contact the HYMS Student Support Office or Postgraduate Office **before** requesting leave of absence.

11.2. The following table outlines the main financial consequences to students on leave of absence and should be used when advising students:

| Finance | Consequences |
|-------------------------------------|--|
| Tuition fees | <p>You are liable to pay tuition fees for the period you have attended, prior to the leave of absence. When you return to study, your account will be credited on a pro-rata basis any fees paid, in excess, for the previous academic session. If you do not return and subsequently withdraw from the programme, the date of withdrawal is taken as the start date of the leave of absence and fee liability will be calculated accordingly.</p> <p>You are not required to pay tuition fees during an approved leave of absence period. When you return, you will be charged fees commencing on that date.</p> <p>If you are repeating a period of study on your return from leave of absence, tuition fees will normally be charged for the repeated period of study.</p> |
| Funding | <p>You are responsible to inform HYMS and the University when you request a leave of absence if you receive funding from an external source, e.g. foreign loans, sponsors, studentships, scholarships, charities.</p> <p>It is your responsibility to ensure that the proposed leave of absence is compatible with the regulations of any granting agency from which funding would normally be received during the leave period, and that such agencies are informed of the proposed leave.</p> <p>You must check the terms of your funding before requesting a leave of absence since there may be implications for your scholarship. For example, if you have been given funds by the University for maintenance, you can be liable to repay these on a pro-rata basis.</p> |
| University Financial Support | <p>You are no longer eligible to apply for financial support from the University. If your grounds for a leave of absence are financial difficulty, you may wish to contact the Student Financial Support Unit prior to requesting a leave of absence. The Student Financial Support Unit can only assist you when financial difficulties of an unexpected nature and there is a maximum level of funding which can be offered to a student.</p> |

| | |
|---|---|
| <p>Student Loans Company (SLC)</p> | <p>If you are on leave of absence, the University of Hull's or the University of York's Registry Services has a duty to inform the Student Loans Company (SLC) of the period of leave of absence and the total amount of tuition fees for the period attended prior to your leave of absence. Your payments from SLC will usually stop during the period of leave of absence.</p> <p>During your leave of absence period, the SLC will normally request that you return any a loan that you have received that was intended to cover periods when you were not actually in attendance at university.</p> <p>During your leave of absence the period, you will not be expected to begin loan repayments, even if you earn above the repayment threshold.</p> |
| <p>Foreign Loans</p> | <p>If you have foreign loans, you are responsible for clarifying with the lender the consequences that such a leave might have on your repayment status.</p> |
| <p>US Loans</p> | <p>Students' Federal Loans will be affected if you are on leave of absence and do not meet the criteria required by the US regulations relating to Federal Aid. You must request leave of absence in advance unless unforeseen circumstances prevent you from doing so. Your overall period of leave of absence must not exceed a total of 180 days in any 12-month period and this includes weekends and scheduled breaks.</p> <p>When you take a leave of absence you will not have to repay your loan until the grace period is used up. However, if you use up the grace period when you graduate, you will have to begin repaying your loan immediately. It is possible to request an extension to the grace period, but this must be done before the grace period is used up.</p> |
| <p>Council Tax</p> | <p>Council Tax exemption for full-time students will continue for the period of leave of absence.</p> <p>Part-time students are not exempt from council tax, either during or after your period of part-time studies.</p> <p>Council Tax exemption certificates will be available from the University as normal, although whether you are exempt is a matter for discussion between you and the relevant Local Authority.</p> |

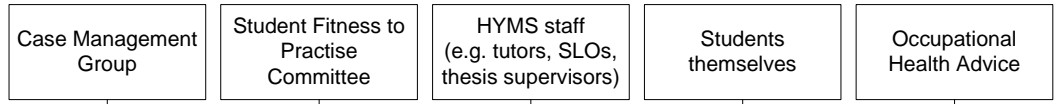
| | |
|---|---|
| <p>Local Education Authority (LEA)</p> | <p>Normally the LEA will suspend tuition fee support. Although the University will contact your LEA to inform them of the official dates of leave of absence, you should also do so.</p> <p>If you are on leave of absence for health reasons, you should let the LEA have a copy of your medical evidence at the time of leave of absence, as you may be able to continue funding while you are ill and unable to work.</p> |
| <p>Access to Learning Fund (ALF)</p> | <p>You will still be eligible to apply for the Access to Learning Fund.</p> |
| <p>Disabled Students Allowance (DSA)</p> | <p>Students receiving DSA will have this funding suspended. You must bear this in mind if you wish to take an assessment during the period of leave of absence and your alternative arrangements are reliant upon this funding.</p> |
| <p>Students receiving an NHS Bursary</p> | <p>The guidelines are particularly complicated in this area and you must check with the NHS Student Grants Unit on 0845 358 6655, www.nhspa.gov.uk/sgu</p> |
| <p>Students receiving money from Teaching Development Agency (TDA)</p> | <p>You should contact the TDA for further information on 0845 600 0991, www.tda.gov.uk</p> |
| <p>Welfare Benefits</p> | <p>You will not generally be entitled to welfare benefits (unless you already have entitlements), as the government considers you to be a full-time student until you complete your programme. Because of this lack of available public financial support, you may have no option but to work, unless you have another source of income. You may be able to claim some benefits if unable to work (e.g. due to illness, pregnancy, caring responsibilities, etc.)</p> |

HULL YORK MEDICAL SCHOOL

FLOWCHART FOR PROCESSING LEAVE OF ABSENCE REQUESTS

Stage 1 (completed by Student Support Office/PG Office): Case referral to Student Support Office/PG Office

Student requests for LoA are referred to the Student Support Office via different routes.

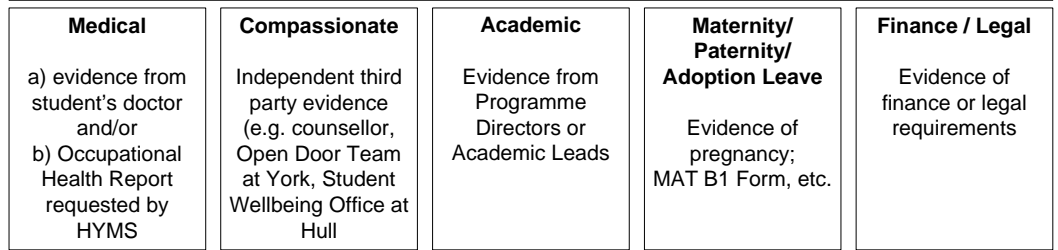


Student Support Office/PG Office
records the report, sends out LoA Request Form to students, and provides guidance to complete LoA Request Form

Stage 2 (completed by the student): Student submits completed LoA Request Form along with appropriate supporting evidence

Student Support Office/PG Office provides guidance to students on HYMS requirements of appropriate supporting evidence based on the grounds of the request.

Student
completes the relevant sections on the form and provides appropriate supporting evidence based on the following grounds:

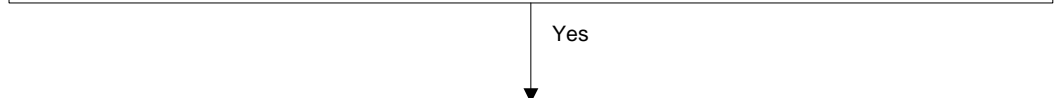


For Tier 4 students only
Student needs to complete an additional section of the form to provide travel dates and consults with the Immigration Office at Hull of York re. impact of LoA on the student's Tier 4 visa.

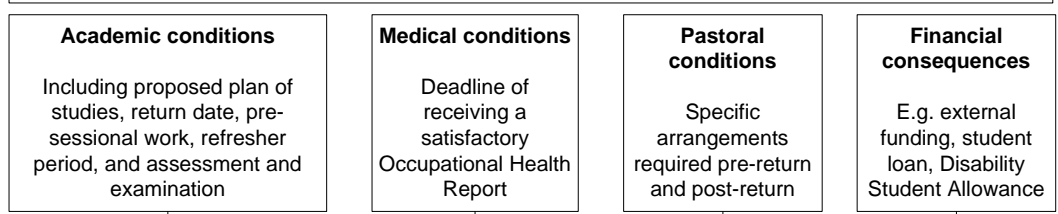
Student Support Office/PG Office
checks if (a) the form is completed by the student correctly and adequately, and (b) if sufficient evidence is provided by the student to support the request

Stage 3 (completed by the Student Support Office/PG Office/Thesis Supervisor): Internal discussion of requirements

Student Support Office/PG Office/Thesis Supervisor leads and coordinate internal discussions between relevant staff to ensure requirements for return. Relevant staff includes Programme Director, Phase Leads, and Head of Clinical Placements



Student Support Office/PG Office/Thesis Supervisor
liaises with a range of relevant staff to confirm the following conditions for return and financial consequences:



Stage 4 (for MB BS completed by Academic Lead of Student Support, for PG Chair of PG Programme Board,): Formalisation of the LoA request

Academic Lead for Student Support/Chair of PG Programme Board makes a recommendation to the Board of Studies

Academic Lead for Student Support/Chair of PG Programme Board
(a) checks the request and evidence, (b) ensures that Student Support Office/PG Office keeps a record of audit trail showing formal support points, and (c) makes a recommendation to the Chair of Board of Studies.

Stage 5 (completed by Secretary of Board of Studies): Approval by the Board of Studies via Chair's Action

Secretary of Board of Studies ensures that Chair's Action is recorded and reported back to the next Board meeting.

Chair of Board of Studies
takes Chair's Action to approve the LoA on behalf of the Board and action recorded by Secretary

Stage 6 (completed by Student Support Office/PG Office): Notification of outcomes

Student Support Office/PG Office
issues formal LoA letter to the student and notifies relevant staff in HYMS, Hull and York

Stage 7 (completed by Student Support Office/PG Office): Monitoring of conditions and support for student return

Student Support Office/PG Office
liaises with the student and relevant staff to monitor if the student fulfils their conditions for return

If conditions for return are met, inform the student and relevant staff, and reinstate student registration
If conditions for return are not met, inform the student and relevant to determine a course of actions

Hull York Medical School (HYMS)

Leave of Absence Request Form – Taught Students

IMPORTANT: Request for Leave of Absence is a proactive student support process to enable you to take leave from the programme. It is a formal university process that requires you to disclose relevant information and provide sufficient evidence to support their request. The request requires the formal approval by the Board of Studies and is scrutinised by HYMS based on the evidence you submitted. The Student Support Office/Postgraduate (PG) Office is responsible for coordinating the entire process and providing you guidance on every step of the process. Any confidential information will be handled sensitively and stored appropriately by HYMS.

All boxes will expand when you type.

Section 1: Report of the case (completed by Student Support Office)

| | |
|---|---|
| Route of case referral (please indicate by 'x') | <input type="checkbox"/> Case Management Group <input type="checkbox"/> Fitness to Practise Committee <input type="checkbox"/> HYMS Staff, please specify: <input type="checkbox"/> Student <input type="checkbox"/> Occupational Health Advice/Report <input type="checkbox"/> Other, please specify: |
| Date of case referral | |
| Student guidance offered | <input type="checkbox"/> I confirm that the student has been given guidance to complete this form. |
| Date of this form sent to the student | |
| Staff name | |

Section 2: Student Details (completed by the student)

| | |
|--|---|
| Full name | |
| University of registration | |
| Programme registered | |
| Programme start date | |
| Year of study | |
| Contact Details (Address, telephone and email) | |
| Are you receiving funding (e.g. scholarship, student loan)? | Yes/No (please delete). If yes, please provide details: |
| Are you a Tier 4 Visa student? | Yes/No (please delete). If yes, please complete sections 7 and 8 of this form. |

Section 3: Period of Leave of Absence requested (completed by the student)

Start Date (DD/MM/YY)

End Date (DD/MM/YY)

If you are uncertain about the exact dates, please contact the Student Support Office/PG Office.

Section 4: Grounds and evidence for the request (completed by student)

Indicate by 'x' to confirm the grounds of your request. Request without clear grounds and sufficient evidence will not be considered.

- Medical** (evidence from student's doctor and/or Occupational Health reported requested by HYMS)
- Compassionate** (independent third party evidence, e.g. a counsellor, Open Door Team at York or Student Well-being Office at Hull)
- Academic** (evidence from Programme Directors or Academic Leads)
- Maternity/Paternity/Adoption Leave** (evidence of pregnancy, MAT BI Form, etc.)
- Finance / Legal** (evidence of finance or legal requirements)

Section 5: Evidence provided to support the request (completed by student)

Refer to the grounds you selected above, please list each piece of evidence you have provided below to support the request. If you cannot submit certain evidence due to delays (by yourself or any authorities, you should provide reasons for delays and anticipated date by which the outstanding evidence is ready)

Section 6: Reason for the request (completed by student)

Please provide detailed reasons to support the request. You should be reassured that any confidential information disclosed is handled sensitively and stored appropriately by HYMS. Evidence to support the request must be attached to the form.

Section 7: Travel Plans including flight details (completed by Tier 4 Visa student only)

Outbound:

Inbound:

Please submit this form to the Immigration Office of your University of registration to seek formal immigration advice regarding the impact of the leave of absence on your Tier 4 student visa.

Section 8: Immigration Advice (completed by the Immigration Office for Tier 4 Visa student only)**Signature of Immigration Advisor**

(please type your full name in the signature box for electronic submission)

Name**Date****Section 9: Student Declaration (completed by student)**

I declare that the information I provided in support of this request is accurate and complete to the best of my knowledge and belief and does not contravene any Codes of Practice of Hull York Medical School or of the parent universities.

Student's Signature

(please type your full name in the signature box for electronic submission)

Date

You should now send the completed form and supporting evidence to Student Support Office (student.support@hyms.ac.uk) for MB BS students or the Postgraduate Office (postgraduate@hyms.ac.uk) for postgraduate taught students.

Section 10: Checking by Student Support Office/PG Office (completed by Student Support Office/PG Office)**Date of form received from the student****Form completed?**

Yes / No

Sufficient evidence provided?

Yes / No

Staff name**Section 11: Conditions for return (completed by Student Support Office for MB BS / PG Office)**

Student Support Office/PG Office leads and coordinates internal discussions with relevant staff to ensure appropriate requirements for student's return, with the prospect of successful completion of the programme.

Members of staff consulted (list all names)**CONDITIONS FOR RETURN****Confirmed LoA start date**

/ /

Confirmed LoA return date

/ /

Year of study returning to after leave of absence**Revised end date of programme**

/ /

Academic conditions

(including proposed plan of study, pre-sessional work, refresher period, repeated course/module, assessment and examination requirements)

| | |
|---|--|
| Medical conditions (e.g. deadline and specific requirements of satisfactory Occupational Health report) | |
| Pastoral conditions (specific pastoral arrangements required pre-return and post-return) | |

Section 12: Previous periods of leave of absence (completed by Student Support Office/PG Office)

Please give dates and details of any previous period of leave of absence

| | | |
|-------------|-----------|----------|
| Start date: | End date: | Details: |
| Start date: | End date: | Details: |
| Start date: | End date: | Details: |

Section 13: Checking and recommendation by the Academic Lead for Student Support/Chair of Postgraduate Programme Board

I have checked and reviewed the information provided by the Student Support Office/PG Office and evidence provided by the student. I am satisfied that the request is properly supported by sufficient evidence. I therefore recommend the Board of Studies to approve the student's request for leave of absence.

Notes (only if applicable):

| | | | | | |
|---|--|-------------|--|-------------|--|
| Signature (please type your full name in the signature box for electronic submission) | | Name | | Date | |
|---|--|-------------|--|-------------|--|

Section 14: Approval by the HYMS Board of Studies

I have reviewed the request and confirmed that due process has been followed in the consideration of the student's request for leave of absence. I therefore approve the request on behalf of the Board of Studies.

Notes (only if applicable):

| | | | | | |
|---|--|-------------|--|-------------|--|
| Signature (please type your full name in the signature box for electronic submission) | | Name | | Date | |
|---|--|-------------|--|-------------|--|

HYMS OFFICE USE

| | |
|---|--|
| Date approved by Board of Studies | |
| Date sent to Student Support Office / PG Office to notify student, relevant staff in HYMS, Hull and York | |

Hull York Medical School (HYMS)

Leave of Absence Request Form – Research Students

IMPORTANT: Request for Leave of Absence is a proactive student support process to enable you to take leave from the programme. It is a formal university process that requires you to disclose relevant information and provide sufficient evidence to support their request. The request requires the formal approval by the Board of Studies and is scrutinised by HYMS based on the evidence you submitted. The Postgraduate (PG) Office is responsible for coordinating the entire process and providing you guidance on every step of the process. Any confidential information will be handled sensitively and stored appropriately by HYMS.

All boxes will expand when you type.

Section 1: Report of the case (completed by Postgraduate Office)

| | |
|---|---|
| Route of case referral (please indicate by 'x') | <input type="checkbox"/> HYMS Staff, please specify: <input type="checkbox"/> Student <input type="checkbox"/> Occupational Health Advice/Report <input type="checkbox"/> Other, please specify: |
| Date of case referral | |
| Student guidance offered | <input type="checkbox"/> I confirm that the student has been given guidance to complete this form. |
| Date of this form sent to the student | |
| Staff name | |

Section 2: Student Details (completed by the student)

| | |
|--|---|
| Full name | |
| University of registration | |
| Programme registered | |
| Programme start date | |
| Year of study | |
| Contact Details (Address, telephone and email) | |
| Are you receiving funding (e.g. scholarship, student loan)? | Yes/No (please delete). If yes, please provide details: |
| Are you a Tier 4 Visa student? | Yes/No (please delete). If yes, please complete sections 7 and 8 of this form. |

Section 3: Period of Leave of Absence requested (completed by the student)

Start Date (DD/MM/YY)

End Date (DD/MM/YY)

If you are uncertain about the exact dates, please contact the PG Office.

Section 4: Grounds and evidence for the request (completed by student)

Indicate by 'x' to confirm the grounds of your request. Request without clear grounds and sufficient evidence will not be considered.

- Medical** (evidence from student's doctor and/or Occupational Health reported requested by HYMS)
- Compassionate** (independent third party evidence, e.g. a counsellor, Open Door Team at York or Student Well-being Office at Hull)
- Academic** (evidence from supervisors)
- Maternity/Paternity/Adoption Leave** (evidence of pregnancy, MAT BI Form, etc.)
- Finance / Legal** (evidence of finance or legal requirements)

Section 5: Evidence provided to support the request (completed by student)

Refer to the grounds you selected above, please list each piece of evidence you have provided below to support the request. If you cannot submit certain evidence due to delays (by yourself or any authorities, you should provide reasons for delays and anticipated date by which the outstanding evidence is ready)

Section 6: Reason for the request (completed by student)

Please provide detailed reasons to support the request. You should be reassured that any confidential information disclosed is handled sensitively and stored appropriately by HYMS. Evidence to support the request must be attached to the form.

Section 7: Travel Plans including flight details (completed by Tier 4 Visa student only)

Outbound:

Inbound:

Please submit this form to the Immigration Office of your University of registration to seek formal immigration advice regarding the impact of the leave of absence on your Tier 4 student visa.

Section 8: Immigration Advice (completed by the Immigration Office for Tier 4 Visa student only)**Signature of Immigration Advisor**

(please type your full name in the signature box for electronic submission)

Name**Date****Section 9: Student Declaration (completed by student)**

I declare that the information I provided in support of this request is accurate and complete to the best of my knowledge and belief and does not contravene any Codes of Practice of Hull York Medical School or of the parent universities.

Student's Signature

(please type your full name in the signature box for electronic submission)

Date

You should now submit the completed form and supporting evidence to Elaine Brookes at Postgraduate Office (elaine.brookes@hyms.ac.uk)

Section 10: Checking by PG Office (completed by PG Office)**Date of form received from the student****Form completed?**

Yes / No

Sufficient evidence provided?

Yes / No

Staff name**Section 11: Previous periods of leave of absence (completed by PG Office)****Please give dates and details of any previous period of leave of absence**

Start date:

End date:

Details:

Start date:

End date:

Details:

Start date:

End date:

Details:

Section 12: Conditions for return (completed by the Supervisor)

The Thesis Supervisor leads and coordinates internal discussions with relevant staff to ensure appropriate requirements for student's return, with the prospect of successful completion of the programme.

Members of staff consulted (list all names)

| CONDITIONS FOR RETURN | |
|---|-----|
| Confirmed LoA start date | / / |
| Confirmed LoA return date | / / |
| Year of study returning to after leave of absence | |
| Revised end date of programme | / / |
| Academic conditions (including proposed plan of study, pre-sessional work, refresher period, assessment and examination requirements) | |
| Medical conditions (e.g. deadline and specific requirements of satisfactory Occupational Health/GP report) | |
| Pastoral conditions (specific pastoral arrangements required pre-return and post-return) | |

Section 13: Principal Supervisor's supporting statement and declaration

Statement of support from the supervisor:

I confirm that I reviewed the student's request and the supporting evidence submitted. I have also discussed the request with other TAP members. In my professional opinion, I have provided the above recommendation to the PG Programme Board.

Signature

(please type your full name in the signature box for electronic submission)

Name

Date

Section 14: Checking and recommendation by the Chair of Postgraduate Programme Board

I have checked and reviewed the information provided by the PG Office and evidence provided by the student. I am satisfied that the request is properly supported by sufficient evidence. I therefore recommend the Board of Studies to approve the student's request for leave of absence.

Notes (only if applicable):

Signature

(please type your full name in the signature box for electronic submission)

Name

Date

Section 15: Approval by the HYMS Board of Studies

I have reviewed the request and confirmed that due process has been followed in the consideration of the student's request for leave of absence. I therefore approve the request on behalf of the Board of Studies.

Notes (only if applicable):

Signature

(please type your full name in the signature box for electronic submission)

Name

Date

HYMS OFFICE USE

Date approved by Board of Studies

Date sent to Student Support Office / PG Office to notify student, relevant staff in HYMS, Hull and York