



## Hull York Medical School

### Policy on Leave of Absence

Approval Process:	
Committee	Outcome/Date of approval
Board of Studies	3 November 2020
Joint Senate Committee	5 November 2020
To be implemented from:	6 November 2020
Responsibility to update:	Director of Student Wellbeing

To obtain this Code of Practice in an alternative format please contact [governance@hyms.ac.uk](mailto:governance@hyms.ac.uk)

## Student queries

If you have any queries regarding this Policy, please contact the Hull York Medical School Student Wellbeing team ([studentwellbeing@hyms.ac.uk](mailto:studentwellbeing@hyms.ac.uk)) or Postgraduate Office ([postgraduate@hyms.ac.uk](mailto: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 'suspension of studies' 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 the School.

**Day:** means a working day: Monday, Tuesday, Wednesday, Thursday or Friday (excluding public holidays).

**Students:** mean all students studying a programme at the Hull York Medical School.

**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 that 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

**MB BS** Bachelor of Medicine, Bachelor of Surgery

**QAA** Quality Assurance Agency

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### 1. Introduction

- 1.1. The Hull York Medical School Policy on Leave of Absence is largely adopted from the [University of Hull's Codes of Practice for Suspension of Studies for Undergraduate and Taught Postgraduate Students and Postgraduate Research Students](#), and the [University of York's Leave of Absence Policy](#). The School 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 the School.
- 1.2. This Policy provides further details on the procedure stated in the [Policy on Student Welfare and Support](#) (Section 6 Leave of Absence).
- 1.3. The School promotes valid requests for a leave of absence as a proactive student support process enabling students to successfully complete their programme of study. The School strives to provide students with sufficient guidance and support in submitting their request for leave of absence and supporting evidence. However, students should take responsibility for their own request for a leave of absence and proactively seek academic and pastoral support at the earliest opportunity when they have encountered problems during their studies.

### 2. Request and grounds for a leave of absence

- 2.1. Students can apply for a leave of absence at any time during their studies, however, approval of a leave of absence request is not guaranteed.

- 2.2. Students can request a leave of absence on academic grounds, for example, to transfer from one programme to another, to re-start their studies the following academic year, and to re-take failed assessments during the forthcoming academic year.
- 2.3. Students undertaking an intercalating degree as part of the MB BS programme will be required to apply for a leave of absence from the Board of Studies. However, the process to apply for an intercalation leave of absence is different from this policy. Students should contact [IntercalatedBSc@hyms.ac.uk](mailto:IntercalatedBSc@hyms.ac.uk) and refer to the [Code of Practice on Students Taking an Intercalated Degrees](#) for more information.
- 2.4. Students can also request a leave of absence at any time during their studies on documented medical, compassionate, or personal grounds. A 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 a student's ability to study effectively. Where possible, the School will support a student to take a time out within their year of study with support to catch up any missed work. However, if a student requires more than four consecutive weeks away from their study, they would normally be expected to request a leave of absence.

### 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 Hull York Medical School's [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 limited to a total of two years. The process of applying a leave of absence for intercalation is different from this policy (see section 2.3).
- 3.3. Students may submit further requests for a leave of absence which are normally only granted on the basis of significant extenuating circumstances and require special permission from the Hull York Medical School Board of Studies on a case-by-case basis.

### 4. Retrospective leave of absence

- 4.1. Students should submit requests for a leave of absence to the School, as far as possible, before the proposed start date.
- 4.2. However, in exceptional cases such as a medical or personal emergency, a student 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 the student **must** provide clear evidence and a strong rationale for a retrospective leave of absence to be supported by the School.
- 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, the student should discuss their options with the Hull York Medical School Student Wellbeing team or Postgraduate Office and with a relevant academic member of staff such as the Director for Student Wellbeing, Programme Director, 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 Hull York Medical School's 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 normally be considered or approved.
- 5.4. All requests for a leave of absence require approval by the Board of Studies (normally via Chair's Action) on the recommendation of the Director for Student Wellbeing (for MB BS and Physician's Associate students) or the Chair of the Postgraduate Programme Board (for postgraduate students).
- 5.5. Normally, the School will ensure that you are notified of the outcome within ten days of submitting your request.

## 6. Evidence and submission of request

- 6.1. As indicated in the Hull York Medical School's 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 students are applying for a continuation of a current leave of absence, they must include recent up-to-date evidence to support the new leave of absence request.
- 6.3. Students can submit evidence to the School 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. Students may be required to provide further evidence in order to have the leave of absence approved.
- 6.5. If students submit their form and evidence electronically, they must send the documents from their Hull York Medical School email address. Students can forward their Hull York Medical School email account to another email address but any correspondence to the School must be sent from a Hull York Medical School email address.

## **7. Tier 4 (Student) Visa**

- 7.1. International students who wish to take a leave of absence from the School may no longer be eligible for the Tier 4 (Student) Visa. Therefore, if a student is an international student, they must consult with an Immigration Advisor at the University of Hull or the University of York **before** they take this step.
- 7.2. The Immigration Advisor is required to sign the specified section of the School's Leave of Absence Request Form to indicate that the international student has received appropriate advice.
- 7.3. The School, via the University of Hull or the University of York, is required to report a leave of absence of an international student to the UK Border Agency 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 a leave of absence are defined as taking a break from studies. As such, they are not a registered student and they 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. They are expected to spend their time away from the University/clinical placement.
  - 8.1.2. They are not permitted to use University resources (e.g. attend lectures, seminars, supervision, Thesis Advisory Panel meetings, or work in a laboratory) during a leave of absence.
- 8.2. Except where a specific academic condition is set, students may not do work which contributes to their period of study or research during their leave of absence.

## **9. Conditions for return**

- 9.1. Students will only be able to re-register if they have fulfilled all the conditions to return from a leave of absence.
- 9.2. Where a leave of absence is granted on medical grounds, the student must provide medical confirmation of their fitness to return to study (e.g. occupational health report, GP letter) before they are allowed to re-register/re-enrol. This condition and details of how to obtain confirmation of fitness to return to study will be included in the letter notifying them of the approval of the leave of absence.
- 9.3. The student must engage with any academic conditions made in the leave of absence approval (such as a proposed plan of return, pre-sessional work, refresher period, assessment or examination) before they are allowed to re-register/re-enrol.
- 9.4. The student must engage with any pastoral conditions made in the leave of absence approval such as specific arrangements required before return, before they are allowed to re-register/re-enrol.

- 9.5. If the student is unable to return from their current leave of absence, they can request a further leave of absence by submitting another request but will be required to provide new, up-to-date evidence. Please note that maximum duration in section 3 of this policy.

## 10. Access to Services

- 10.1. Access to University and Students' Union services may be affected by the student's period of suspension of study. Once the student's status has been amended on the Student Information System, this information is transferred to other systems, e.g. to Students' Union and Library / room access systems. The main effects are as follows:

<b>Accommodation</b>	Students who live in University-owned accommodation will be required to leave the accommodation and re-apply before their return to study. Students should contact the University accommodation office regarding rent.
<b>Library</b>	Access is suspended by default during the period of leave of absence.
<b>IT services</b>	Students retain their IT user account and email address. Students will retain access to the virtual learning environment (Blackboard), and their student cards will continue to work on door access controls. These are the default positions, and can be amended for exceptional cases if required.
<b>Students' Union</b>	Students will retain access to the Students' Union advice centre, but are no longer members of the Union and, as such, lose all the rights of membership. Please contact the relevant Students' Union on service provision (e.g. sports membership) during leave of absence.
<b>Student Wellbeing, Learning and Welfare Support</b>	Access to support from Student Wellbeing, Learning and Welfare Support at Hull and Open Door and the Student Hub may be restricted. Students on grounds of a disability or ongoing health condition <b>should</b> contact the relevant Disability Office in advance of their return to study. Any student who may require support during their leave of absence <b>must</b> contact Student Wellbeing prior to applying for leave of absence.
<b>Services related to careers and employability</b>	Students retain access to University services related careers and employability during their leave of absence.

## 11. Financial consequences of leave of absence on any grounds

- 11.1. There are likely to be financial consequences for students who take a leave of absence. Students with queries regarding their entitlements and liabilities whilst suspending study should contact either Student Wellbeing Services or the Student Union Advice Centre, preferably before applying to suspend their studies. Students studying on a Tier 4 visa may also have additional costs relating to their visa status and should seek advice in advance.
- 11.2. For postgraduate research students receiving a stipend and supporting research funds, a period of leave of absence will impact on stipend and the funder(s) will need to be consulted. Please contact your supervisor and the Postgraduate Office to discuss the financial consequences if you wish to request for leave of absence.

11.3. The following table provides some examples of financial consequences in relation to leave of absence:

<b>Student Finance England (SFE)</b>	Normally Student Finance England (SFE) will suspend tuition fee support. Although the University (Registry Services) will contact SFE to inform them of the official dates of suspension of study, students <b>should</b> also do so. If the student is suspending studies for health reasons, they <b>should</b> let SFE have a copy of their medical report at the time of suspension of study, as they may be able to continue funding whilst they are ill and unable to work.
<b>Student Loans Company (SLC)</b>	If a student suspends their studies, the University (Registry Services) has a duty to inform the Student Loans Company (SLC), who will normally request that the student return any loan that they received that was intended to cover periods when they were not actually in attendance at University. During the period of suspension of study, the student will not be expected to begin loan repayments, even if they earn above the repayment threshold.
<b>Council Tax</b>	Council Tax exemption will be expected to continue for the period of suspension of study. Council Tax exemption certificates will be available from Registry Services as normal, although whether the student is, or is not exempt is a matter for discussion between the student and the relevant Local Authority.
<b>Access to Learning Fund (ALF)</b>	Students will still be eligible to apply for the Access to Learning Fund.
<b>Disabled Students Allowance (DSA)</b>	Students receiving Disabled Students Allowance will have this funding suspended. Students receiving support funded through the Disabled Students Allowance (DSA), such as note-taking, mentoring or specialist study skills tuition should be aware that this support will be suspended during the period of suspension of study. Students who have assessments to undertake during the period of suspension of study, and who would normally have a support worker for these assessments, <b>should</b> discuss this with Student Wellbeing well in advance.
<b>Students receiving an NHS Bursary</b>	The guidelines are particularly complicated in this area and students <b>must</b> check with the <a href="#">NHS Student Bursaries</a> .
<b>Students receiving money from the TDA</b>	Contact the Teaching Development Agency for further information on 0800 389 2500 - <a href="http://www.education.gov.uk">www.education.gov.uk</a>
<b>Welfare Benefits</b>	Students will not generally be entitled to welfare benefits (unless they already have entitlement), as the government considers them to be a full-time student until they complete their course. Because of this lack of available public financial support, they may have no option but to work, unless they have another source of income. Students may be able to claim some benefits if unable to work (e.g. due to illness, pregnancy, caring responsibilities, etc.) <b>The first 60 days:</b> Under SFE/SLC support students should automatically continue to receive their grants and loans for the first 60 days of non-attendance at University.

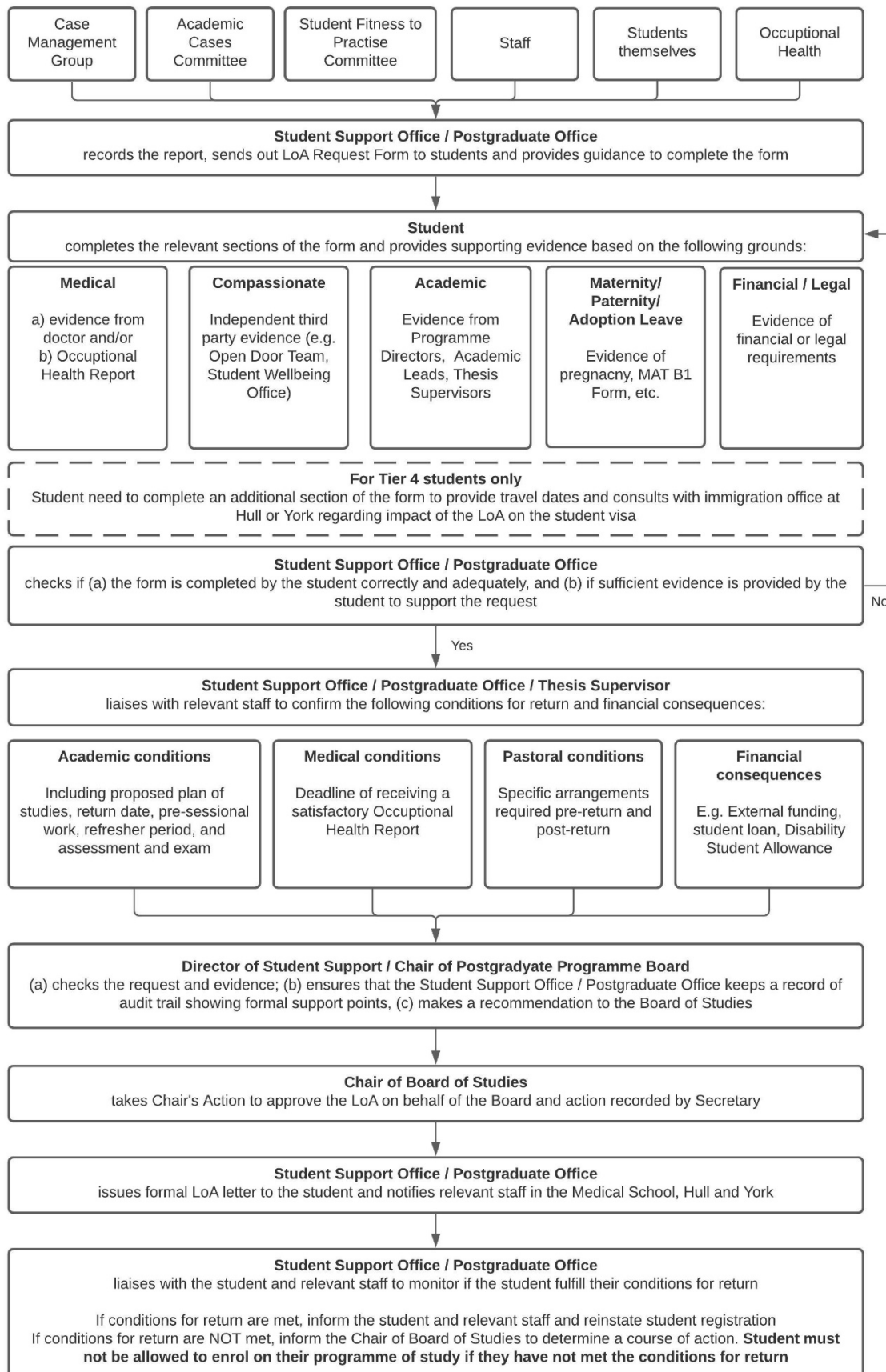


	<p><b>Illness after 60 days:</b> SFE has the discretion to continue payment of Student Awards for up to 28 weeks. The student will need to apply for this and provide sufficient medical evidence directly to SFE.</p>
	<p><b>Illness of more than 28 weeks:</b> If there is a chance of the student's illness continuing for a period of more than 28 weeks and they will be unable to work for this period, it is very important to submit a claim for Housing/Incapacity Benefit/Income Support as soon as they can. In order to qualify, they will need to supply sick notes from their doctor for a continuous period of over 28 weeks. If they become well again during the period of suspension of study and are able to actively seek work, it may be possible to apply for Job Seekers Allowance.</p>

## 12. Privacy, Confidentiality and Data Protection

- 12.1. Any leave of absence request submitted by a student will be treated with the highest level of confidentiality that can be maintained. Hull York Medical School, the Universities of Hull and York, and any other relevant bodies will only disclose confidential information relating to a leave of absence to members of staff who are directly involved in the administration and consideration of a leave of absence request as necessary to allow open and fair consideration.
- 12.2. Depending on the nature of the leave of absence, the information gathered may include third party data, opinion and information which was provided in confidence. This information needs to be handled consistently and fairly and in accordance with common data protection principles, making it clear to all parties that the sharing of this information is agreed for the purposes of reaching an informed and fair decision.
- 12.3. The relevant laws covering the processing of personal information are the Data Protection Act 2018, which incorporates the UK's implementation of the General Data Protection Regulation (GDPR), and the Equality Act 2010.

## Appendix A: Flow diagram of leave of absence requests



## Appendix B: Leave of Absence Request Form (Taught Students)

### HULL YORK MEDICAL SCHOOL

#### LEAVE OF ABSENCE REQUEST FORM (TAUGHT STUDENTS)

**IMPORTANT PLEASE READ:** 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 Wellbeing 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 the Medical School.

<b><u>IMPORTANT: CHECKLIST</u></b>		
Prior to submitting your leave of absence request form, please ensure you have completed all actions on the following checklist. Please initial each action to indicate you have completed it. <b>NOTE: All actions must be completed for this form to be processed.</b>		
No.	Action to be taken	Initial
1	Met with Programme Director, Personal Supervisor, or Student Support to agree Leave of Absence is the appropriate process (Section 1)	
2	Read the <a href="#">Leave of Absence Guidance (Taught Programmes)</a> and <a href="#">Leave of Absence Policy</a>	
3	Agreed a start and end date for the period of leave with Programme Director and/or Personal Supervisor (Section 3)	
4	Provided full and detailed reasoning for leave of absence request (Section 6)	
5	Completed all sections of the form relevant to you (Section 2 to 10)	
6	Collate evidence ready for attachment (certificates/letters etc.) *	
<i>* If it is not possible to attach evidence at this time, please describe the reason why and provide details of the date your evidence will be submitted by:</i>		

**Please open this form in Desktop App or download to complete, all boxes will expand when you type.**

<b>Section 1: Report of the request (completed by Student Wellbeing Office/Programme Director/Personal Supervisor)</b>	
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:
Staff name	
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	
Date of meeting	
<b>Summary of meeting with student:</b>	

<b>Section 2: Student Details (completed by the student)</b>	
Full name	
University of registration	
Programme registered	
Programme start date	
Year of study (joined programme)	
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.

<b>Section 3: Period of Leave of Absence requested (completed by the student)</b>

**Note:** these dates should be agreed with your Programme Director and/or Personal Supervisor. For support with this, please contact [postgraduate@hyms.ac.uk](mailto:postgraduate@hyms.ac.uk).

**LOA start Date  
(DD/MM/YY)**

**Return Date (DD/MM/YY)**

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

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

Indicate by 'x' to confirm the grounds of your request.

**Note:** 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 B1 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 use the box provided to 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, please provide reasons for delays and anticipated date by which the outstanding evidence is ready).

Please refer to the

[Leave of Absence Guidance \(Taught Programmes\)](#) and [Leave of Absence Policy](#) for a list of appropriate forms of evidence based on your request.

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

Please use the box below to provide reasons to support your request. Your request will be considered by HYMS Board of Studies, therefore, please ensure you provide as many details as possible (e.g., key dates and events, general impact on studies and personal wellbeing etc.).

**Note:** Any confidential information disclosed will be handled sensitively and stored appropriately by HYMS. Evidence to support the request must be attached to the form.

**If registered as a Home Student please go to SECTION 9. If Student Visa Holder, complete SECTIONS 7 and 8.**

**Section 7: Travel Plans including flight details (completed by Student Visa Holders 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 Student Visa Holder students only)**

<b>Signature of Immigration Advisor</b> (please type your full name in the signature box for electronic submission)		<b>Name</b>	
<b>Date</b>			

**Section 9: Alternative Contact Details Whilst on Leave of Absence (completed by student)**

As stated in the [Leave of Absence Guidance for Students](#) and [Leave of Absence Policy](#), your HYMS email account will remain your primary contact and you should continue to monitor this if you are granted leave.

In the event we are unable to reach you, we may contact you via your personal contact information stored by your University of registration. If you would like to provide alternative contact details to ensure we are able to contact you during your period of leave, please complete this section.

**Note:** this contact information will be stored securely and will only be used in exceptional circumstances.

<b>Email</b>	
<b>Phone Number</b>	

**Section 10: 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 University of Hull and University of York.

**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 Wellbeing Office ([studentwellbeing@hyms.ac.uk](mailto:studentwellbeing@hyms.ac.uk)) for MB BS students or the Postgraduate Office ([postgraduate@hyms.ac.uk](mailto:postgraduate@hyms.ac.uk)) for postgraduate taught students.

**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

<b>Start date:</b>	<b>End date:</b>	<b>Details:</b>
<b>Start date:</b>	<b>End date:</b>	<b>Details:</b>
<b>Start date:</b>	<b>End date:</b>	<b>Details:</b>
<b>Total Leave of Absence taken so far:</b>		

**Section 12: Checking by Student Support Office/PG Office (completed by PG Office)**

<b>Date of form received from the student</b>	
<b>All relevant sections of form completed?</b>	<b>Yes / No</b>
<b>Sufficient evidence provided?</b>	<b>Yes / No</b>
<b>Description of evidence provided</b>	
<b>Staff name</b>	

**Section 13: Conditions for return and return to study support plan (completed by PG Office and Programme Director)**

<b>Members of staff consulted (list all names)</b>	
<b>Confirmed LOA start date (DD/MM/YY)</b>	
<b>Confirmed LOA return date (DD/MM/YY)</b>	
<b>Year/Term of study returning to after leave of absence</b>	

<b>Revised end date of programme (DD/MM/YY)</b>		
<b>CONDITIONS FOR RETURN</b>		
This section details conditions the student must meet in order to return to study at the end of the leave of absence period.		
<b>Academic conditions</b> (e.g., return to studies meeting)	<b>(To be completed Programme Director)</b>	
<b>Medical conditions</b> (e.g., letter from medical provider, satisfactory Occupational Health report)	<b>(Details to be entered here if appropriate of what supporting evidence student needs to provide, to return to studies)</b>	
<b>Pastoral conditions</b> (Specific pastoral arrangements required pre-return and post-return)	<b>(To be completed by Student Support)</b>	
<b>RETURN TO STUDY</b>		
This section details the students' academic record to date, the modules and/or assessments due for completion upon return from LOA, and the measures in place to support the student.		
<b>Academic Record to Date</b> (i.e., modules and assessments completed so far – relevant contextual information (e.g., MECs) should be provided)	<b>(To be completed Programme Director)</b>	
<b>Academic Requirements upon Return from LOA</b> (i.e., modules and assessments due to be completed, with relevant timescales and dates included)	<b>(To be completed Programme Director)</b>	
<b>Academic Support Plan</b> (i.e., measures in place (e.g., regular meetings with programme director and/or personal supervisor) to ensure completion of activity detailed above)	<b>(To be completed Programme Director)</b>	

**Section 14: Checking and recommendation by the 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.



<b>Notes (only if applicable):</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	

<b>Section 15: Approval by the Board of Studies</b>	
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.	
<b>Notes (only if applicable):</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	

**OFFICE USE**

<b>Date sent to Board of Studies for approval.</b>	
<b>Date approved by Board of Studies.</b>	
<b>Date Student notified of outcome and relevant staff in HYMS, Hull and York informed.</b>	
<b>Any other relevant or exceptional information.</b>	

## Appendix C: Leave of Absence Request Form (Research Students)

### HULL YORK MEDICAL SCHOOL

#### 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)**

LOA Start Date  
(DD/MM/YY)

Return 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 B1 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.

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<b>Section 7: Travel Plans including flight details (completed by Tier 4 Visa student only)</b>	
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Outbound:	
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Inbound:	
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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.

<b>Section 8: Immigration Advice (completed by the Immigration Office for Tier 4 Visa student only)</b>			
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<b>Signature of Immigration Advisor</b> (please type your full name in the signature box for electronic submission)		Name	

<b>Date</b>	
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<b>Section 9: Student Declaration (completed by student)</b>	
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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.

<b>Student's Signature</b> (please type your full name in the signature box for electronic submission)	
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<b>Date</b>	
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You should now submit the completed form and supporting evidence to the Postgraduate Office ([postgraduate@hyms.ac.uk](mailto:postgraduate@hyms.ac.uk))

<b>Section 10: Checking by PG Office (completed by PG Office)</b>
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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)	
<b>CONDITIONS FOR RETURN</b>	
Confirmed LoA start date	/ /
Confirmed LoA return date	/ /
Year of study returning to after leave of absence	
Revised end date of programme	/ /
<b>Academic conditions</b> (including proposed plan of study, pre-sessional work, refresher period, assessment and examination requirements)	
<b>Medical conditions</b> (e.g. deadline and specific requirements of satisfactory Occupational Health/GP report)	

<b>Pastoral conditions</b> (specific pastoral arrangements required pre-return and post-return)	
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<b>Section 13: Principal Supervisor's supporting statement and declaration</b>			
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.			
<b>Signature of Principal Supervisor</b> (please type your full name in the signature box for electronic submission)		<b>Name</b>	
<b>Date</b>			

<b>Section 14: Checking and recommendation by the Chair of Postgraduate Programme Board</b>			
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.			
<b>Notes</b> (only if applicable):			
<b>Signature</b> (please type your full name in the signature box for electronic submission)		<b>Name</b>	
<b>Date</b>			

<b>Section 15: Approval by the Board of Studies</b>
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.

<b>Notes</b> (only if applicable):			
<b>Signature</b> (please type your full name in the signature box for electronic submission)		<b>Name</b>	
<b>Date</b>			

**OFFICE USE**

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