| **TYPE OF ABSENCE** | **DESCRIPTION** | **ACTION REQUIRED** |
| --- | --- | --- |
| Suspension of Study | Suspension of study is approved when it is necessary for full or part-time study to be interrupted for a period of more than 60 days. The student is granted time away from research study and during this time, research work is in abeyance, no tuition fee is charged and stipend payments are stopped. | If a student wishes to suspend study, he/she must consult his/her primary supervisor, and if approved, the supervisor should submit the Application for Suspension of Studies Form to the Graduate School **before leaving the UK.** Students who are granted a suspension are required to return home for the duration of the suspension. The University is required to report this change of circumstance to the UKVI as the student will not be engaged in study and will therefore have their visa revoked. Students will be required to re-apply for a visa before resuming their studies. They must also report to the Graduate School Office on their return to the UK. |
| Leave of Absence for Medical or other Adverse Circumstances | If a student is prevented from studying by illness or other adverse circumstances for a continuous period of more than two weeks they must inform their supervisor immediately and submit a medical certificate if applicable (regardless as to whether or not the student is suspending studies).  The maximum length of absence from study without a suspension of study is 60 days.  Tier 4 students who require maternity leave are bound by the conditions of the visa. Options for arranging the leave can be discussed with the supervisor and Graduate School. | A student should inform his/her supervisor if they suffer frequent short absences for medical or other reasons that are likely to lead to considerable delay in their programme of study, as periods of leave notified in this way can be taken into account when calculating their thesis submission date. Students who intend to return home during the period of absence must have approval to do so from the Graduate School.    Applications should be made within **2 weeks of the illness or adverse circumstance occurring** using the Application for Approved Leave of Absence Form |
| Annual leave | Postgraduate Research Students are entitled to take a maximum of eight weeks' annual leave, including public holidays. | Periods of annual leave for Tier 4 students must be approved by the supervisor and notified to the College Student Support Office.  Applications should be made **before leaving the UK** using the Application for Approved Leave of Absence Form |
| Research Furth | Approved period of time spent carrying out research at approved centres other than Glasgow University or undertaking appropriate fieldwork. Where research is continued outside the University in this way, it must remain under the control and supervision of the supervisor. | This is deemed to be part of the programme for Tier 4 students as long as the University has evidence on the student file that the reporting mechanisms outlined in the Code of Practice are adhered to. However, the UKVI reserve the right to assess the reports made on students and may not allow them to re-enter the UK after studying abroad if they fail to meet any requirements.  Periods of Research Furth must be approved by the supervisor and notified to the Graduate School Office.  Students must submit the Notification of Research Furth form to the Graduate School Office **in advance** of their departure. |
| Returning home following submission of thesis | Many students decide to return home following submission of their soft bound thesis with the intention to return to the UK to attend the viva. The expected date of the viva is usually the end date of the course on the CAS. | The decision on whether the tier 4 visa should be revoked is made on a case by case basis. In general the advice is that if there is a gap of more than 60 days between the thesis submission and the viva date it would be reported to UKVI that the University is no longer sponsoring the student. The student would be able to return to the UK for the viva with a Short-term study visa.  If the gap between the dates is less than 60 days an approved absence **may** be granted and the tier 4 visa could be retained.  Students should apply for an approved absence using the Application for Approved Leave of Absence form **before** they leave the UK. Decisions will be made on a case by case basis depending on the timescales involved. |

More information can be found here: <http://www.gla.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/postgraduateresearchhandbook/>

Links to the forms can be found here: <https://www.gla.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/informationforpgrstudentsandsupervisors/#/forms>