APPLYING FOR A LEAVE OF ABSENCE: POSTGRADUATE RESEARCH STUDENTS

Leave of Absence form can be downloaded from http://www.shef.ac.uk/ris/pgr/code/forms

Student discusses request with supervisor and completes Section 1 of the Leave of Absence Application form and forwards to supervisor

Supervisor completes section 2 of LOA application form and forwards to PG Tutor/HoD

PG Tutor/HoD counterrsings section 2 of LOA application form and forwards to RIS

RIS arranges Faculty consideration and updates the student record

Following Faculty approval, RIS notifies the following:
- Student
- Department
- Other relevant departments
- Home Office

Overseas students only: RIS sends request to ISS for consideration/advice in line with immigration regulations