**Imperial College London:**

Postgraduate Research: Recording of External Study Leave Form

**(please see notes overleaf)**

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| This form must be completed by the Supervisor(s) and returned to the Student Records team in Registry, Level 3, Sherfield Building (via the Departmental Postgraduate Administrator) | | | | | | | | | | | | | | | |
| Student’s Name: | |  | | | | | | | CID: | | | | | |  |
| Department: | |  | | | | | | | Date of Initial Degree Registration: | | | | | |  |
| Supervisor(s)  (print name(s): | |  | | | | | | | | | | | | | |
| Is the student a Tier 4 Student? If yes, please seek advice immediately from the Visa Compliance Team | | | | | | | | | | YES / NO | | | | | |
| Research Topic: | |  | | | | | | | | | | | | | |
| List any previous periods of external study leave: | | | | |  | | | | | | | | | | |
| **Details of External Study Leave** | | | | | | | | | | | | | | | |
| Purpose and relevance of external study leave:  (including proposed supervisory arrangements) | | | | |  | | | | | | | | | | |
| Please state how the supervisor will remain in contact with the student during the period of external study leave. This may be via email, SKYPE, phone or site visit (if appropriate). In all cases a record of contact should be kept. The College requires a minimum of one monthly SKYPE meeting to occur between the supervisor and student. | | | | |  | | | | | | | | | | |
| If this constitutes a Split-PhD, have the relevant split-PhD procedures been concluded? | | | | | | | | YES / NO | | | | | | | |
| Dates from (DD/MM/YYY): | | | | |  | | | Date to (DD/MM/YYY): | | | | |  | | |
| Location (*see notes overleaf*) | In the case of Split-PhDs **and** other Placements: name of host organisation; name of host supervisor and their contact details: | | | | | | | | | | | | | | |
| In the case of other scenarios: e.g. fieldwork: name of location and any local contact who is formally or informally assisting the student. | | | | | | | | | | | | | | |
| Reduced fee (please circle): | | | YES / NO | | | If YES, state amount (consult/confirm the Student Finance Section in the Finance Division as necessary) | | | | | | | | £ | |
| **Declarations** | | | | | | | | | | | | | | | |
| This period of study leave has been approved by my department (having been subject to the appropriate departmental approval process). Also, any reduced fee indicated above has the approval of my dept. | | | | | | | | | | | | | | | |
| Signature of supervisor(s) | | | | Signed: | | |  | | | | Signed: |  | | | |
| For students with Tier 4 visas:  Signature from the Visa Compliance Team ([visacompliance@imperial.ac.uk](mailto:visacompliance@imperial.ac.uk)) to ensure that the level of contact between supervisor/student is appropriate. | | | | | | | | | | | | | | | |
| Visa Compliance representative | | | | Name: | | |  | | | | Signed: |  | | | |

Notes

1. Recording PhD Study Leave should be made using this form (Recording of External Study Leave form) and must be submitted by the supervisor (via their Departmental Postgraduate Administrator) to the Appropriate SRO inbox in the Student Records team in Registry (as a signed pdf to [sroteam4@imperial.ac.uk](mailto:sroteam4@imperial.ac.uk)) prior tostudy leave commencing.
2. This form should be used for the following situations:
   1. Split-PhDs once the admissions (and split-PhD) procedures have been concluded and the student has enrolled.
   2. Study Leave which is undertaken for 2 weeks or more at a third party to whom direct supervision of the student is transferred (e.g. a company, research institute or an institution of higher education) is subject to the Placement Learning Policy. The Good Practice for Placements should be followed, which includes a formal dept level approval of the placement incorporating a risk-based assessment:

<http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/> and <http://www.imperial.ac.uk/placements>

* 1. Study Leave which is not subject to the Placement Learning Policy, such as extended field work. The College’s Off-Site Working procedures should be followed: <http://www.imperial.ac.uk/safety>
  2. For Tier 4 students the College is required by UKVI to report any time away from the College as a ‘change of study location’ within 10 days of this change taking place. This will not impact on a student’s visa status in the UK.

1. The normal minimum period of attendance at Imperial College for a research student is 12 months of full-time study.
2. Tuition Fees:
   1. Where Study Leave is undertaken inside the UK, tuition fees are charged at the full rate.
   2. Where Study Leave is undertaken outside the UK, tuition fees are charged at the full rate if the period of absence is less than 3 months.
   3. If the period of Study Leave outside the UK is 3 months or more, a reduced fee **may** be charged **at the discretion of the department**. The fee for the Study Leave period will be charged on a pro-rata basis at the rate for part-time students, with fees being charged on a pro-rata basis as normal for the period of full-time attendance at the College. Consult the Student Finance Section in the Finance Division ([tuition.fees@imperial.ac.uk](mailto:tuition.fees@imperial.ac.uk)) as necessary.