**PGR STUDENT: LEAVE OF ABSENCE (LOA) APPLICATION FORM**

Further guidance on amendments to PGR student registration period is available online in the [KDA handbook](https://sway.office.com/MVkbtt6MPdNIwWrv?ref=Link).

**Sections A-D are to be completed by the student:**

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| **Section A: Student Details** | | | | |
| Name of student: |  | Student No. |  | |
| Research Home: | FMHS / HUMSS / NATSCI | | | |
| Lead supervisor: |  | | | |
| Degree registered for: |  | Current MoA: | FT / PT | |
| Start date: |  | End date: |  | |
| Do you have a Learning Support Plan in place? | | | | YES / NO |
| If so, do you require any reasonable adjustments to be implemented during your studies as a result of a disability or dyslexia? | | | | YES / NO |
| Section B: Progress Record | | | | |
| **Research Training** | | | | |
| Have you started, but not completed, any research training modules or courses | | | YES / NO | |
| If *yes* please list relevant courses, module codes etc: | | |  | |
| **Doctoral Progression (doctoral students only)** | | | | |
| Have you passed doctoral progression? | | | YES / NO | |
| If *yes,* give date: | | |  | |

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| **Section C: Research Council/ Other Sponsorship** | |
| Are you currently/have you ever been sponsored for your fees and/or stipend by a Research Council? | YES / NO |
| If *yes,* who is the sponsor? |  |
| Are you currently/have you ever been sponsored for your fees and/or stipend by other sponsors? | YES / NO |
| If *yes,* who is the sponsor? |  |

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| **Section D: Request for LOA** | | | | |
| List here any previous periods of leave of absence taken: | |  | | |
| Leave now requested: | | Date of first day of leave:  Date of last day of leave:  Intended date of return to study (no more than one year later): | | |
| Case for Leave:  *[If based on medical grounds, a medical certificate or note must accompany this request.]* | |  | | |
| Student’s Signature: |  | | Date: |  |

**Sections E and F are to be completed by the Lead Supervisor:**

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| **Section E: Progress record and impact of LOA** | |
| Please confirm that details given by the student about their progress record are correct :  *If NO, please revise the form and discuss with student* | YES / NO |
| What arrangements will be made for the student to complete any research training modules or courses which have already been started? |  |
| What impact is the requested LOA likely to have on the progress of this student, and what steps will be taken by the student and the School to mitigate this affect? |  |

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| **Section F: Request for LOA:** | | | | |
| On the basis of the case made by the student and the arrangements detailed above | | | | |
| Do you support the request for leave of absence? | | YES / NO | | |
| Do you confirm that the dates given are appropriate? | | YES / NO | | |
| If NO give reasons: | |  | | |
| If the request is retrospective, has the student made use of any Keele support or facilities in the period since the proposed start date of LOA? | | YES / NO | | |
| If YES please give the final date on which such support or facilities were used: | |  | | |
| Lead Supervisor’s Signature: |  | | Date: |  |

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| **Section G: FRO Postgraduate Research Committee Approval** | | | | | |
| Date of consideration by Committee: | |  | | | |
| The Committee authorises the leave of absence as requested: | | | Yes  No | | |
| *If NO give reasons for refusal:* | | |  | | |
| PGR Director’s Signature: |  | | | Date: |  |
| Print Name: |  | | | | |

The fully completed form should be submitted to the PGR Administrator of the Faculty Research Office. It will then be referred to the PGR Student Records and Examinations Officer (email to: [studentrecords@keele.ac.uk](mailto:studentrecords@keele.ac.uk)) for action and reporting to the Research Degrees Committee.