

Authorised absence categories

The table below demonstrates the categories of leave which will be permitted as authorised absence. It is unlikely that leave will be authorised if it does not meet the criteria below. Please note however, that the absolute maximum period of consecutive leave is 60 consecutive days. (PGR students can use their annual leave plus request up to 60 days' data collection).

Category	Allowable period	Evidence requirements
Pregnancy & birth (refer to the University's Pregnancy Policy)	Taught: up to 4 weeks Research: up to 6 weeks	Medical documentation
Paternity leave	Up to 2 weeks	Medical documentation
Sickness or ill-health	Up to 2 weeks ¹ , longer periods may require student to suspend	Sick note or other evidence from the student's GP/specialist
Sick relative or dependant ²	Up to 2 weeks	Reliable 3 rd party evidence/medical certificate
Close family bereavement ³	Up to 2 weeks	Reliable 3 rd party evidence/death certificate
Victim of serious crime	Up to 2 weeks	Crime number/police report
Conference outside the UK	Up to 1 week	Supervisor confirmation
Involvement in competitive sports at national or international level	Up to 2 weeks	Reliable 3 rd party evidence
Study visit/Data collection outside the UK	Up to 60 days for PGR and up to 3 weeks for PGT, 0 days for UG	Supervisor/tutor confirmation
PGT holiday at dissertation stage	Up to 2 weeks at dissertation stage	Supervisor/tutor confirmation
Annual leave (PGR only)	35 days (except where leave likely to impact on progress of a research project or where there are funding implications)	n/a Approved locally by school on the annual leave card, not by Immigration team

Note: the authorised absence form does not replace an EC form; therefore, one should also be submitted where appropriate.

¹ Contact the Immigration Team in cases of long-term illness

² A dependant is classed as a spouse, cohabitee, child, parent or someone who reasonably relies on the student for assistance if they fall ill, or are injured, or relies upon the student for help, or in making arrangements in the provision of care

³ Close relative, partner/spouse, or partner's/spouse's immediate relative