**STUDENT ANNUAL LEAVE RECORD FORM**

**(This form is only for use by students who are not employed by UCL.**

**Students who are members of staff at UCL should submit Annual Leave requests via** [**MyHR**](https://www.ucl.ac.uk/human-resources/myhr-0)**.)**

**Student Name**: **Academic Section:**

**Supervisor: Registration Start Date:**

**Based on full-time study, research students are entitled to a maximum of 8 weeks leave, including public holidays and UCL closure days.**

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| Starting Balance ofLeave | No. of Days | Dates of LeaveRequested  | Student’sSignature | Supervisor’sSignature |
| 40 |  |  |  |  |
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# NOTES:

1. The leave year in the Institute runs from 1 October - 30 September.

2. This form must be completed by the Student and signed by the Supervisor or Research & Teaching Department (R&TD) Admin Manager each time annual leave is applied for. Students are reminded that they should discuss annual leave with their Supervisor and may also need to consult other students and/or staff members in the Section about their plans for leave.

3. At the end of each leave year this form should be retained within the Section/R&TD, by the Section/R&TD Admin Manager.

4. UCL closure days are normally allocated as follows: four days at Christmas/New Year and two days at Easter. It is not necessary to record Closure days or statutory bank holidays on the form but students must arrange with their Supervisor when they are to take their Closure days.

1. Study leave is not related to annual leave and should be taken in accordance with [UCL’s Study Leave regulations](https://www.ucl.ac.uk/students/status/research-students/studying-away) and discussed and agreed with your Supervisor beforehand.
2. Students who need to take extended leave for personal reasons should discuss the possibility of taking an interruption of study with their Supervisor. Arrangements for an interruption of study should be made via the GOSICH Research Degrees Office.

7. For enquiries regarding any kind of student leave please contact the GOSICH Research Degrees Office (ich.researchdegrees@ucl.ac.uk).