UCL Student and Registry Services

UCL, Gower Street London WC1E 6BT

researchdegrees@ucl.ac.uk

**STUDY LEAVE FOR RESEARCH STUDENTS**

You must [read the guidance notes](https://www.ucl.ac.uk/students/status/research-students/studying-away) and the information on pages 5 and 6 of this form before applying for study leave.

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| **Student Details** | | | | | |
| **Surname:** | |  | | | |
| **First Names:** | |  | | | |
| **Student Number:** | |  | | | |
| **Registration Details** | | | | | |
| **Programme:** | |  | | | |
| **Department:** | |  | | | |
| **Faculty:** | |  | | | |
| **Study Leave Details** | | | | | |
| **Proposed Dates of Absence:** | | | | **From:** | **To:** |
| **Destination(s):** |  | | | | |
| **Proposed Itinerary:** | | |  | | |

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| **Please give brief details of the proposed study leave here. Please include reasons why Research Ethics Committee approval is NOT required for this work if appropriate** |
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| **You must update your postal address, telephone number and email address if appropriate on** [**Portico**](https://evision.ucl.ac.uk/urd/sits.urd/run/siw_lgn) **for the period of your absence. You must also ensure your next of kin/emergency contact details are up-to-date.** | |
| **Contact Telephone Number While Absent:** |  |
| **Contact Email Address While Absent:** |  |
| **I anticipate being out of email contact on the following dates:** |  |

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| --- | --- | --- | --- |
| I confirm I have obtained UCL Research Ethics Committee (REC) approval and local level permission from the country in which I will study | | Yes | N/A |
| I confirm I have arranged full health, travel and third party liability insurance (see guidance notes) | | Yes | N/A |
| I confirm I have undertaken a risk assessment for my fieldwork (see guidance notes) | | Yes | |
| I confirm I have obtained the relevant visa (if applicable) | | Yes | N/A |
| I confirm I have obtained relevant health guidance for the area of my study leave | | Yes | N/A |
| I confirm I have had the necessary immunisations | | Yes | N/A |
| Please confirm immunisations below: | | | |
|  | | | |
| If you will be based at another institution for your study leave please confirm that you have checked the student IPR policy of that institution | | | Yes |
| Signature of Student: | Date: | | |
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| **Academic Approval** | |
| **Supervisor/Programme Tutor:** | |
| I confirm that the study leave proposed above is essential for the successful completion of the student’s course of study | |
| Print Name: |  |
| Signature: |  |
| Email Address: |  |
| Date: |  |
| **Departmental Graduate Tutor:** | |
| I confirm that an appropriate risk assessment for this study leave has been completed as detailed in the [Fieldwork guidance](https://www.ucl.ac.uk/safety-services/policies/2020/oct/fieldwork) | |
| Print Name: |  |
| Signature: |  |
| Email Address: |  |
| Date: |  |

**Once signed please send this form to** [**Research Degrees**](mailto:researchdegrees@ucl.ac.uk) **for processing.**

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| **Study Leave Regulations and Guidance Notes** | |
| **MUST READ:** Study leave may be granted when it is necessary for you to collect or study material away from UCL in order to further your research. You must use this form to apply at least one month in advance of your proposed departure. Please read the notes below before you complete the application form. | |
| You must ensure you have the following in place before you leave the UK for your period of study leave and provide evidence as required to your department:  **Appropriate research ethics approval**  If your research requires it, UCL Research Ethics Committee (REC) approval and local level permissions need to be in place before the study you start the study. You must read the guidelines on [research conducted overseas](http://ethics.grad.ucl.ac.uk/research-conducted-overseas.php) to ensure you comply with this requirement. Please note that REC approval takes at least six weeks. If REC approval is not needed you must state why in the details about your proposed study.    **Insurance**  Please read [UCL’s travel insurance policies](http://www.ucl.ac.uk/finance/insurance/travel) for more information. You must ensure that you have appropriate cover for the duration of your study leave, whether you are travelling to your home country or another destination.  If you are a non EU/UK student and have not studied or worked in the UK for 12 months or more, please note that UCL’s travel insurance will not cover medical expenses incurred in your country of origin or nationality if you fall ill. Also, if you return to study in your home country and no longer have access to the medical facilities there, you will need to purchase emergency medical cover locally.  **Health**  You must take medical advice on any health requirements for the areas in which you will study and have had the relevant immunisations. Please read the [NHS guidance](http://www.fitfortravel.nhs.uk/home.aspx).  **Fieldwork risk assessment**  You are required to undertake a full risk assessment for your fieldwork; please refer to the [fieldwork guidance](https://www.ucl.ac.uk/safety-services/policies/2020/oct/fieldwork) for information on how to do this. You must complete a UCL Risk Assessment before your travel regardless of safety arrangements at the overseas institution you will be working at. The overseas institution should be able to confirm that you will be covered by their equivalent of a public liability policy. You will find more information on UCL’s [RiskNET](https://www.ucl.ac.uk/safety-services/risknet) pages. You should also consult the [travel checklists](http://www.ucl.ac.uk/estates/safetynet/guidance/off_site/work_placements/index.htm) and the current [Foreign Office website advice](https://www.gov.uk/foreign-travel-advice) for your destination. If you need emergency help when you are away, you should contact the nearest [British Embassy, Consulate or High Commission](https://www.gov.uk/government/world/organisations). If you are a non-UK resident you must also check your country of origin’s advice.  **Intellectual property rights in your work**  It is important that you retain the intellectual property rights in the results of your research in order to be sure that you are able to use that work to complete your thesis. This applies to the copyright in your work and any other IP rights which may apply in specific cases. Institutions will generally have an IPR policy relating to students’ work and you should check the terms which might apply to you before committing to your study leave if you will be based in another institution.  **Regulatory guidance**  You must update your postal address, telephone number and email address if appropriate on Portico for the period of your absence. You must also ensure your next of kin/emergency contact details are up-to-date. You must check your email regularly while you are away.  Ordinarily, you may not be absent during the first and final three months of your degree. If you feel it would be especially useful to take study leave early on in your degree, then you and your supervisors should make this case in writing to the Departmental Graduate Tutor in the first instance.  You will be liable for fees during the time you spend away from UCL, but at a reduced rate. It is important that you apply in advance for study leave. If your application is late, approval will only be granted from the date of signature by your supervisor and will affect the calculation of the reduced fee. It is normally possible for your period of absence to be extended but your supervisor must send a letter of support to Student and Registry Services **before** the approved period expires.  Under University regulations you will be expected to keep in regular contact with your supervisor during your absence. It is expected that you will be available in the UK for your upgrade. If you wish to have a period of extended study leave in your second year (if full-time, or equivalent if part-time) you must return to London for your upgrade to PhD. | |

Revised October 2022