

**Postgraduate Researcher Annual Leave (holiday) Request Form  
Student Route visa holders only**

Normal term-time and University vacation dates do not apply to Postgraduate Researchers (PGRs). Up to 40 days/8 weeks annual leave (or holiday) is permitted during each academic year, at the request of the PGR. The 40 days includes Bank Holidays and University Closure Days but excludes weekends. Postgraduate Researchers (PGRs) are required to seek permission from their supervisor and to complete this form for each period of holiday requested.

If PGRs would like to work full-time they can do so during an approved period of holiday. PGRs cannot work more than 20 hours a week outside of an approved holiday period.

In addition to reading the attached notes, PGRs are asked to note the following key points before completing this form:

- PGRs must ensure that they have a sufficient balance of holiday remaining for the current academic year before submitting a new holiday request. PGRs cannot take more than 8 weeks holiday in any one academic year.
- PGRs must not make any bookings before the request for holiday has been approved
- Please complete this form at least 2 weeks prior to the start date of your requested holiday. You must allow sufficient time for this form to be processed.
- PGRs are not expected to take holidays after their viva/whilst in their corrections period.

|   |   |
|---|---|
| PGR name                                      |   |
| Registration number                           |   |
| Holiday dates requested                       | From: _____ To: _____<br>(please use format xx/xx/xx) |
| Number of days requested (excluding weekends) |   |
| Address while on holiday                      |   |
| Signature of PGR                              |   |
| Date  |   |

|                         |  |
|-------------------------|--|
| Supervisor Name         |  |
| Signature of supervisor | <i>I confirm that I support this request</i> |
| Date                    |  |

**When this form is completed and signed by your supervisor, please submit it to the UKVI Compliance team [PGR-visas@sussex.ac.uk](mailto:PGR-visas@sussex.ac.uk)**

For completion by the UKVI Compliance Team

|   |                 |
|---|-----------------|
| Total leave balance [academic year]     | 40 working days |
| Remaining leave balance [academic year] |                 |
| Date                                    |                 |

### Holiday Period

PGRs can take 8 weeks (40 working days) annual leave each academic year, **including** bank holidays and University closure days. We accept that some PGRs continue to work during bank holidays i.e. Christmas and Easter and, if this is the case, we will allow them to take the holiday at a different time, but students must work on their research degree during these closure dates.

Please note:

- PGRs cannot take more than their 8 week holiday allocation. Unused holiday allowance cannot be carried forward.
- PGRs going on holiday overseas should request a letter of enrolment using the [Letters and Documents page](#) of the Student Hub, which may be requested by the immigration authorities when re-entering the UK
- PGRs who are approaching the end of their current Student Route visa or who are close to having their degree awarded are strongly advised not to travel outside of the UK before discussing their intentions with the University's International Advisors.
- PGRs exceeding the agreed period of holiday per year will have their visa sponsorship immediately terminated.

### Annual leave/Holiday process for Student Route visa research students

This process applies solely to Student Route sponsored Postgraduate Researchers. While all PGRs are entitled to up to 40 days holiday per year, Student Route visas only permit paid work of up to 20 hours a week during 'term-time'. As term dates do not apply to PGRs, in order to define the holiday periods where in excess of 20 hours paid work can be undertaken, centrally held (UKVI Compliance team/ HR) records of holiday dates are required.

If the above information is followed PGRs with Student Route visas sponsored by the University may take annual leave without risk to their immigration status. PGRs wishing to take annual leave are required to seek permission from their supervisors and the 'Holiday request form' should be submitted to the UKVI Compliance Team.

### Student Route Visa student engagement during holiday

While on periods of holiday, supervision would not normally occur, although PGRs must continue to keep contact with their main supervisor once a month.

The completed Holiday request form will be held on file in order to meet the University's Student Route sponsor responsibilities with UKVI.