

Authorised Absence Application Form (Tier 4/ student route visa holders only)

This form should be completed by Tier 4 / student route holding students who wish to take a period of authorised absence that does not exceed 60 days. Please refer to Appendix 1 for further information about the University's Authorised Absence Policy.

Overseas students who have entered the UK on a Tier 4 / student route visa: Under some circumstances, the University can allow a Tier 4 / student route holder to take a short break from their studies for a period **not exceeding 60 days** without having to withdraw sponsorship which would result in the curtailment of the student's visa.

Only **one period** of authorised absence will be permitted during a course of study.

Where a student is not eligible for an authorised absence, a period of intermission can be applied for, and we recommend students use the following web link [Student Hub – Support for international students](#) in order to contact our immigration advisors and visa team.

When intermission is approved, the University is obliged to report this to UK Visas & Immigration (UKVI). UKVI will cancel the current visa and student should return to their home country and must then apply for a new student route visa before they resume their studies. Current UKVI guidance on right to work during the curtailment period can be found here, <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide/an-employers-guide-to-right-to-work-checks-31-august-2021-accessible-version#who-do-you-conduct-checks-on> (section 9 – annex C/Impact of a change in circumstances on a student's right to work).

During a period of authorised absence, the work restrictions that apply during term time also apply i.e. you must not work more than 20 hours per week.

Please note if you are in receipt of a United States Federal Direct Loan, this request may have an impact on your funds. Please seek advice from the Financial Aid Office before proceeding (usfinancialaid@sussex.ac.uk).

SECTION A – To be completed by the student (PLEASE TYPE OR PRINT CLEARLY)

Name	:	Reg. No.	:
Degree Programme	:	School	:
Address during authorised absence (PLEASE TYPE OR PRINT CLEARLY)	:		
Previous authorised absence granted (please provide details)	:		

Start date of authorised absence	
End date of authorised absence	

Reason for authorised absence:

- Health Personal / Bereavement Maternity Paternity Adoption leave

Please provide a short statement detailing the reason for taking an authorised absence and provide medical evidence where required (refer to Appendix 1):

Funding Status:

- Self-funded Funded

Please check one box:
(please note if a box is not checked, this request cannot be approved)

- I am in receipt of, or have been in receipt of, a United States Federal Direct Loan during my PhD/MPhil
 I **am not** in receipt of, and have not been in receipt of a United States Federal Direct Loan during my PhD/MPhil

I confirm that the period of authorised absence has been discussed and agreed between the University and myself.

I understand that I will not be granted a visa extension to my studies as a result of this absence.

I understand that I am required to contact my School ten working days before I am due to return from the authorised leave of absence to confirm whether I will be resuming my studies as expected or if I need additional time which requires me to temporarily withdraw.

I confirm I will provide medical evidence to the School, which confirms I am fit to return to my studies.

I understand that the Student Records Team will register me immediately after this period of Authorised Absence. If I fail to return by the date expected, the University reserves the right to initiate an interruption of study – they will withdraw sponsorship, I will be reported to the UK Visas and Immigration and I will be required to leave the UK.

Signed	:		Date	:	
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(Student)

SECTION B – To be completed by the lead supervisor

I confirm the dates of the authorised absence provided by the student are accurate and that the supervisory team supports this request. I am satisfied that on their return the student will be able to complete his/her studies by their maximum date of registration.

I recommend the Authorised Absence for the period stated:

Signed	:		Date	:	
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(Main Supervisor)

SECTION C – To be completed by the Director of Doctoral Studies

I confirm the dates of the authorised absence provided by the student are accurate and that the School supports this request. I am satisfied that on their return the student will be able to complete his/her studies by their maximum date of registration.

I approve this application for a period of Authorised Absence as above:

Signed	:		Date	:	
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(Director of Doctoral Studies or MAH Doctoral convenor)

Once completed, please return to the Student Records Team

Appendix - Authorised absence policy – Research Students

In order to retain current students and register international students in the future, the University has to comply with the terms of its sponsor license and this document sets out the policy for authorised absences.

1. What is an authorised absence?

In line with Home Office policy, it allows the University to continue sponsoring Tier 4 / student route students who need to take a short break from studies for a period not exceeding 60 days. Acceptable reasons for permitting an authorised absence are as follows:

- To receive minor medical treatment (medical certificate required)
- To take maternity/paternity leave (birth certificate or official medical certificate required)
- Illness which would not ordinarily result in an absence exceeding 60 days (medical certificate required)
- Illness of a close family member/dependent (medical certificate)

Authorised absences cannot be used to undertake employment, and the reason a leave of absence is required should not be so great that a student would be required to suspend their studies.

Authorised absences will only be permitted where we, as the sponsor, can assure ourselves it will not have any negative impact on the student's academic progression, the student will be able to complete their studies within their current leave to remain and the University can continue to meet its sponsor responsibilities with the student and keep records of how the authorised absence was authorised and monitored.

Like intermissions (temporary withdrawal) retrospective applications are not permitted, and are normally in periods of whole months. If a student cannot return to studies after taking a period of authorised absence (up to a maximum of 60 days) the student will be required to intermit and the University will withdraw sponsorship resulting in the curtailment of the student's visa. It is only in exceptional circumstances that the University can continue sponsoring a student for more than 60 days and this is normally where a student is too ill to travel.

Where a student is not eligible for an authorised absence, or they require an absence exceeding 60 days, they will be required to intermit and the University will withdraw sponsorship resulting in the curtailment of the student's visa. Please refer to the intermission policy for more information.

2. Application and approval process.

Students can request the authorised absence application form from the Student Records Team researchprogress@sussex.ac.uk. The application form needs to be approved by the lead supervisor and Director of Doctoral Studies. Where students are requesting authorised absences on medical grounds, students must provide medical evidence to support their application and prior to returning to their studies medical evidence which confirms they are fit to return to studies must be provided. We encourage students who are experiencing personal difficulties to seek advice and support from the University's Student Life Centre.

The authorised absence will be logged on the student record and the student will receive confirmation the authorised absence has been approved from the Student Records Team.

Only one period of authorised absence will be permitted during a course of study.

3. Students' responsibilities during an authorised absence.

During an authorised absence, students must continue to meet the conditions of their visa and maintain contact with the University via the main supervisor; this includes keeping contact details up-to-date in Sussex Direct.

4. Fees and end dates.

Research Student fees will cease to be accrued during the sole permitted period of authorised absence and the course end date will be extended by the length of an absence.

5. Right to work during an authorised absence.

The restrictions on work that apply during term time also apply during an authorised absence i.e. the student must not work more than 20 hours per week.

6. Returning from an authorised absence.

Ten working days before the student is due to resume their studies they should contact the School to confirm they will be returning on the expected date or they need additional time and need to request temporary withdrawal.

Please note that the Student Records Team will register the student immediately after their period of Authorised Absence. If the student fails to return by the date expected, the University reserves the right to initiate an interruption of study – they will withdraw sponsorship and report this to UKVI and the student will be required to leave the UK.