



UNIVERSITY  
OF SUSSEX

### Research Student Annual Leave (holiday) Request Form Tier 4 students only

Up to 8 weeks annual leave (or holiday) is permitted during each year of registration, including Bank Holidays and University Closure Days, excluding weekends. Students are required to seek permission from their supervisor and to complete this form for each period of holiday requested.

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

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

- Students must ensure that they have a sufficient balance of holiday remaining for the current academic year before submitting a new holiday request. Students cannot take more than 8 weeks holiday in any one academic year.
- Students 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.
- Students are not expected to take holidays after their viva/whilst in their corrections period.

<b>Student name</b>	
<b>Registration number</b>	
<b>Holiday dates requested</b>	<b>From:</b> _____ <b>To:</b> _____ (please use format xx/xx/xx)
<b>Number of days requested (excluding weekends)</b>	
<b>Address while on holiday (PLEASE TYPE OR PRINT CLEARLY)</b>	
<b>Signature of student</b>	
<b>Date</b>	

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

**When this form is completed and signed by your supervisor, please submit it to the Student Records Team.**

For completion by the Student Records Team

<b>Total leave balance [academic year]</b>	<i>40 working days</i>
<b>Remaining leave balance [academic year]</b>	
<b>Date</b>	

### **Holiday Period**

Students are allowed to take 8 weeks (40 working days) annual holiday each academic year, **including** bank holidays and University closure days. We accept that some students 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 PhD during these closure dates.

Please note:

- Students cannot take more than their 8 week holiday allocation. Unused holiday allowance cannot be carried forward.
- Students going on holiday overseas should obtain a statement from the Student Records Team, which may be requested by the immigration authorities when re-entering the UK
- Students who are approaching the end of their current Tier 4 (General) 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 immigration advisors.
- Students exceeding the agreed period of holiday per year will have their visa sponsorship immediately terminated.

### **Annual leave/Holiday process for Tier 4 research students**

This process applies solely to tier 4 sponsored research students. While all research students are entitled to up to eight weeks holiday per year, tier 4 visas only permit paid work of up to 20 hours a week during 'term-time'. As term dates do not apply to research students, in order to define the holiday periods where in excess of 20 hours paid work can be undertaken, centrally held (Student Records Team / HR) records of holiday dates are required.

All research students are entitled to a maximum of eight weeks annual leave including public holidays and University closure days and those students holding Tier 4 visas sponsored by the University may take annual leave without risk to their immigration status. Students wishing to take annual leave are required to seek permission from their supervisors and the 'Holiday request form' should be submitted to the Student Records Team.

### **Tier 4 student engagement during holiday**

While on periods of holiday, supervision would not normally occur and students must make contact every month with their main supervisor.

The completed Holiday request form will be held on file in order to meet the university's Tier 4 sponsor responsibilities.