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| --- | --- |
| **Full Name** |  |
| **Student Number** |  |
| **Programme of Study** |  |
| **Attendance Mode** | Full-time [ ]  Part-time[ ]  |
| **Last Date of Attendance or Engagement** | *dd / mm / yyyy* |
| **Period of leave of absence requested** see [guidance notes](https://www.stir.ac.uk/registry/studentinformation/thinkingaboutleaving/leaveofabsence/)*Notes:*1. *Students should normally apply for a 12 month absence period*
2. *The deadline to apply for the current semester is the last day of teaching*
 | Start leave:*e.g. Autumn 2022*End leave:*e.g. Spring 2022*Return to study: *e.g. Autumn 2022* |
| **Reason for Request**Please advise your reason for requesting leave of absence*(additional information can be provided in a separate section at the end of this form)* | Medical [ ]  Caring [ ]  Financial [ ]  BCELA ☐(British Council English Language Assistantship)Other [ ]  *please detail below* …………………………………………………...…………………………………………………… |
| **Supporting documentation**All requests submitted after the end of reading week require supporting documentation (see [guidance notes](https://www.stir.ac.uk/registry/studentinformation/thinkingaboutleaving/leaveofabsence/))  | Have you provided supporting documentation?Yes [ ] Not applicable [ ]  |
| **Who have you discussed this request with?***Only name the person(s) if you have discussed this request with them* | Personal Tutor *(please name):* Adviser of Studies *(please name):*Other *(please name):* |
| **Programme of Study upon Return**Detail the programme of study you have agreed with your adviser of studies/ programme director, for your return.*e.g. repeat module SPCU911 in autumn, then follow standard semester 2 programme per the degree programme table in spring* |  |
| **Outstanding Assessments**If you have outstanding assessment(s) from last semester, e.g. resit/deferred exams or coursework resubmission, you are normally expected to take them whilst on LoA. If you do not attempt them, a fail grade will be awarded.  | *Please advise whether you plan taking any reassessment offered:*Not applicable [ ] Yes [ ] No [ ]  |
| **Spanning Modules**If you are currently undertaking a module which runs over more than one semester you are normally required to restart the entire module on your return | *Please confirm you are aware you will be required to restart the entire module on your return:*Not applicable [ ] Yes [ ]  |
| **Dissertation Implications**If you have already started your dissertation you may be required to start a new dissertation topic upon your return to study. Please discuss with your dissertation supervisor and agree a new submission date before submitting this LoA request form | *Will you be starting a new dissertation topic on your return?*Not applicable [ ] Yes [ ] No [ ] New submission date: *dd / mm / yyyy*Supervisor’s name: |
| **Additional Information**Please provide any other information you would like to provide in support of your application – continue on a separate sheet if necessary*e.g. if you are unable to provide supporting documentation please explain why* |  |

Details of the financial implications of taking an LOA can be found [online](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/student-information/thinking-about-leaving/leave-of-absence/#eight). Please note taking a leave of absence part way through an academic year is likely to lead to you paying more overall for your studies.

**By signing below you are confirming that you understand the financial implications of your Leave of Absence request. If you are publicly funded, your sponsor(s) will be notified of your change of status.**

Sign: …………………………………………………………….. Date: ………………………………………………

Please send the completed form in MS word format, together with your supporting documentation, to studentprogrammes@stir.ac.uk, using your student email account. Alternatively, the form can be uploaded via the “Student Services Documents” link on the portal.