



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

For completion by the UKVI Compliance Team

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

Holiday Period

PGRs are allowed to 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 obtain a statement from the Student Centre, 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 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 eight weeks holiday per year, Student Route visas only permit paid 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

should be submitted to the U/F3.5f10 088806080080480200806>460B648008TE4 9 410t