

Faculty of Engineering & Physical Sciences

NOTIFICATION OF INTENTION TO TAKE LEAVE OF ABSENCE

Taught Degrees

Purpose of this form	To notify the school of the intention to take holiday or leave of absence (conference attendance does not require this form)
Who completes the form?	The student should complete sections 1 and 2. The main supervisor should complete section 3.
Where is it sent?	Completed request forms should be submitted to the school PG administrator

Part 1: Student details

Student ID number _____

Surname/Family name _____ Forename(s) _____

School : Mathematics _____ Subject _____

Current Degree Registration:
Part-time/Full-time

Academic Advisor _____

Address & e-mail address to send correspondence to:

Part 2: Leave of Absence details

We request leave of absence from DD/MM/YYYY to DD/MM/YYYY

Total no of days requested:

Reason for Request:

Signed Student _____ DD/MM/YYYY

Part 3: School Approval

I confirm that I agree to the requested holiday period

Signed Programme Director _____ DD/MM/YYYY

Signed Postgraduate Director _____ DD/MM/YYYY
(Taught Programmes)