Research Student Annual Leave (holiday) Request Form
Tier 4/Student Route Visa 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.

Student Form W*nBT/F4