If you wish to study more than 4 weeks away from a Nottingham site please complete sections 1-4 of this form and email it to your local postgraduate research team.

• Arts ss-pgr-arts@nottingham.ac.uk

• Social Sciences ss-pgr-socsci@nottingham.ac.uk

• Science ss-pgr-science@nottingham.ac.uk

• Engineering ss-pgr-engineering@nottingham.ac.uk

• Medicine and Health Sciences ss-pgr-mhs@nottingham.ac.uk

You do not need to complete this if you are undertaking external study as part of a formally recognized partnership, exchange or mobility scheme.

Please ensure that a separate request is submitted for each period of study away from the University.

**Overseas/International students are required to seek immigration advice from the Visa and Immigration Team and have this form signed off as confirmation of this.**

|  |
| --- |
| **Section 1 – Your Details \*Denotes a Compulsory Field**  First Name\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Birth\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID\* (see your ID Card) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Please indicate if you are**\***:  Home EU Overseas/International Are you on a Tier 4 visa? |
| **Section 2 – Course Details\***  School/Department\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Title\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current Course Code\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Qual Aim\*e.g. PhD, MPhil:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Year of Course (e.g. 1st year, 2nd year etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 3 – Study Away Details\***  I wish to study away from the University: From (Date) \*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To (Date) \*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Location of Study Away\*: Home // Other Higher Education Institution // Other Research Lab  // Other  Address (including country and name of outside organisation, if applicable)\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Term time address whilst studying away, if different to above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reason for Study Away \*: (*attach another sheet if necessary, please do not include personal information)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  A period of study away from the University of Nottingham must not be taken until it is authorised by the School or Department. Students must inform their School or Department before they intend to study away from the University of Nottingham, and provide the location of study and the reason for doing so.  During this period of study the University will continue to monitor your academic engagement and progression. Your School will set up alternative attendance methods in order for your attendance to be monitored.  Under UK immigration requirements, the University of Nottingham is required to record where students are studying if not at the University of Nottingham. Those on Student visas must therefore always inform the Visa and Immigration team of any period of study away from the University of Nottingham.  Signed\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 4 – Academic Approval by the School or Department (to be filled in AFTER sections 1-3 have been completed).◊**  I approve the request to study away from the University. The School will continue to monitor engagement and progress during this period. Supervision arrangements and alternative attendance methods have been put in place whilst the student is studying away from the University.  I confirm that the request complies with the policies outlined in the Quality Manual.The student and other relevant Schools (where applicable) have been advised accordingly.  Print Name\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Supervisor)  Signed\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Supervisor) Date :­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of School or Nominee)  Signed\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Head of School or Nominee) Date :­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 5 –Visa and Immigration Team Advice (for international students only) ◊◊**  Are you currently funded by an officially recognised sponsor? Yes  No  If yes, please give the name of your sponsor and the file number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you are sponsored, this change may have implications to your funding. If you have sought permission from your sponsor, you must attach written evidence; otherwise the Visa and Immigration team will be obliged to inform your sponsor.  **For Visa and Immigration Team use:** On behalf of the Visa and Immigration Team, I confirm that the student has been fully informed of the implications this period study away from the University will have on his/her immigration status in the UK.  Print Name\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**You will be notified by email once your request has been processed.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Office use only** |  |  |  |

Form complete

Student Record Updated

Notified Student