**Faculty of Engineering & Physical Sciences**  
**NOTIFICATION OF INTENTION TO TAKE LEAVE OF ABSENCE**  
Postgraduate Taught Degrees

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

### Part 1: Student details

- Student ID number ___________________
- Surname/Family name ___________________ Forename(s) _____________________
- School: Mathematics Subject ____________________________
- Current Degree Registration: Part-time/Full-time
- Main supervisor ___________________ Advisor _________________________
- Address & e-mail address to send correspondence to:

### Part 2: Leave of Absence details

- We request annual leave from DD/MM/YYYY to DD/MM/YYYY
- Total no of days requested: ........
- NB Total Leave must not exceed 8 weeks in total per academic year
- Signed Student ___________________ DD/MM/YYYY

### Part 3: Recommendation of the programme director

- I confirm that I agree to the requested holiday period
- Signed Supervisor ___________________ DD/MM/YYYY
- Signed Head of School or Nominated Representative ___________________ DD/MM/YYYY