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**FORM RD7-AA**

**RESEARCH STUDENT REQUEST FOR APPROVAL OF AUTHORISED ABSENCE**

This form should be used where an international research student on a **Student Route**/**TIER 4 visa** needs to be absent from the University for a period longer than 5 days, but does not need to suspend study.

 *[Please use a standard RD7 if there are extenuating circumstances and a need to* ***suspend*** *study]*

* authorised absence is limited to a **maximum of 60 days**

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| 1 STUDENT DETAILS |
| Name |       |
| Matriculation number |       |
| School  |       |
| Director of Studies |       |
| Date of registration |       |

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| 2 PERIOD OF ABSENCE REQUESTED  ***Please give exact dates and see notes overleaf*** |
| From |       | To |       |

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| 3 REASON FOR ABSENCE ***Please give brief description*** |
|       |
| Student signatureDate |  |
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| 4 SUPERVISORS’ RECOMMENDATION |
| I have discussed this request with the student and support the authorised absence. |
| Signature of Director of StudiesPrint nameDate |  |
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| **5 FORMAL APPROVAL** |
| I confirm that this request has been approved.  |
| Signature of School Research Degrees Programme LeaderPrint nameDate |  |
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**When completed, please scan and send to:** **visacompliance@napier.ac.uk**

* The Visa and International Support Team will check and confirm whether this absence can be approved.
* If the absence is approved, the school and the student will receive email confirmation.