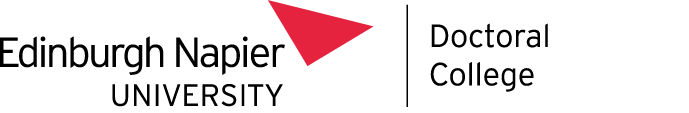
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**FORM RD7-AA**

**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**

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

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

|  |  |  |
| --- | --- | --- |
| 3 REASON FOR ABSENCE ***Please give brief description*** | | |
|  | | |
| Student signature  Date |  |
|  |  |

|  |  |
| --- | --- |
| 4 SUPERVISORS’ RECOMMENDATION | |
| I have discussed this request with the student and support the authorised absence. | |
| Signature of Director of Studies  Print name  Date |  |
|  |
|  |

|  |  |
| --- | --- |
| **5 FORMAL APPROVAL** | |
| I confirm that this request has been approved. | |
| Signature of School Research Degrees Programme Leader  Print name  Date |  |
|  |
|  |

**When completed, please scan and send to:** [**visacompliance@napier.ac.uk**](mailto: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.