# REQUEST FOR AN AUTHORISED ABSENCE TO ATTEND A CONFERENCE

# (Tier 4/Student visa holders only)

## TO BE COMPLETED BY THE STUDENT

|  |  |
| --- | --- |
| **Student name** | Click or tap here to enter text. |
| **Student number** | Click or tap here to enter text. |
| **School/Department** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Full name of conference** | Click or tap here to enter text. |
| **Location of conference****(City + Country)** | Click or tap here to enter text. |
| **First day of conference** | Click or tap to enter a date. |
| **Last day of conference** | Click or tap to enter a date. |
| **Date of travel to conference[[1]](#footnote-1)** | Click or tap to enter a date. |
| **Date of return to the University[[2]](#footnote-2)** | Click or tap to enter a date. |

## TO BE COMPLETED BY THE SUPERVISOR

I confirm that this conference is essential to the student’s doctoral studies and approve this absence.

|  |  |
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| **Name of supervisor** | Click or tap here to enter text. |
| **Signature of supervisor** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

\*\*Please email this form to your PGR Administrator so that the absence can be recorded\*\*

## TO BE COMPLETED BY THE PGR ADMINISTRATOR

I confirm that this request has been recorded.

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| **Name of PGR Administrator** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

## NOTE FOR STUDENTS

If you require a letter that confirms the University of Reading has granted an authorised absence for you to attend this conference (e.g., for a visa application or for leaving/entering the UK), please email the Doctoral Research Office (dro@reading.ac.uk), providing both a copy of this completed form **and** confirmation that you have booked a place on the conference.

1. For short-haul travel, you are normally permitted one day prior to the start of the conference; for long-haul travel, you are normally permitted two days prior to the start of the conference. Any additional days will need to be taken from your holiday allowance. [↑](#footnote-ref-1)
2. For short-haul travel, you are normally permitted one day after the end of the conference; for long-haul travel, you are normally permitted two days after the end of the conference. Any additional days will need to be taken from your holiday allowance. [↑](#footnote-ref-2)