# REQUEST TO TAKE HOLIDAY (PGR)

# Student/ Tier 4 visa holders only

All students may take up to **eight weeks (40 weekdays)** of holiday during each year of their registration. Students are expected to be working on their doctoral project during Bank Holidays and University closure days unless holiday has been taken. Students must obtain permission from their supervisor and receive confirmation from their PGR Administrator **before** taking holiday.

Further information for students taking holiday can be found at the end of this form.

## TO BE COMPLETED BY THE STUDENT

Please note that by submitting this form you are confirming that you are fully aware of the implications of taking holiday and that you will not be working on your doctoral project during this time.

|  |  |
| --- | --- |
| **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. |

|  |  |
| --- | --- |
| **Reason for holiday** | Click or tap here to enter text. |
| **First day holiday** | Click or tap to enter a date. |
| **Last day holiday** | Click or tap to enter a date. |
| **Number of weekdays requested** | Click or tap here to enter text. |

## TO BE COMPLETED BY THE SUPERVISOR

I confirm that this student is progressing as planned and this holiday period will not interfere with their future progress. I understand that the student should not be working on their doctoral project during this holiday period and will not provide supervision during this time.

|  |  |
| --- | --- |
| **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 the student has sufficient holiday allowance and that this request has been recorded.

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

\*\*Please email this completed form to the Doctoral Research Office\*\*

**INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS TAKING HOLIDAY**

## HOLIDAY ALLOWANCES

Please note the holiday allowances below that are relevant to each stage of your registration. If you are found to have exceeded the agreed holiday allowance, your Student/Tier4 visa sponsorship will immediately be withdrawn.

### Up to the submission of your thesis

* You may to take up to eight weeks (40 weekdays) of holiday during each year of your registration. Students are expected to be working on their doctoral project during Bank Holidays and University closure days unless holiday has been taken.
* You cannot take more than your eight weeks of holiday allocation.
* Your holiday allowance resets each academic year on the anniversary of the start date of your programme (e.g., if your PhD programme started on 20 September 2021, your holiday allowance period will run from 20 September to 19 September). Days cannot be carried over from a previous year or brought forward from the next year.
* University term dates do not apply to Doctoral students as you are required to be in continuous attendance.

### After the submission of your thesis (pre-viva)

* Once you have submitted your thesis, your holiday allowance resets and you may to take up to eight weeks (40 weekdays) of holiday. Students are expected to be working on their doctoral project during Bank Holidays and University closure days unless holiday has been taken.
* Days cannot be carried over from before you submitted your thesis, and you cannot take more than your eight weeks of holiday allocation.

### After your viva and making amendments to your thesis (pre-award)

* You may not take holiday during the first three months of your amendments period. However, if your amendments period is over three months then you will be granted a pro rata holiday entitlement based on 40 days per year. This equates to 3⅓ days of holiday for every month over the initial three months:

|  |  |
| --- | --- |
| **Duration of amendments** | **Holiday entitlement** |
| 3 months | 0 days |
| 6 months | 10 days |
| 12 months | 30 days |

Please contact the Doctoral Research Office if you require any further clarification.

## ACCESS TO UNIVERSITY FACILITIES

You are not expected to study or complete any work towards your doctoral project during a period of holiday; however, it is important that you monitor your email account during your holiday as important messages may be sent there.

## UNDERTAKING FULL-TIME WORK

If you want to work more than 20 hours per week, you must book the whole week (Monday to Friday) off as holiday from your eight-week allocation.

For the purposes of work, a week is defined as a period of 7 days starting on a Monday and ending on a Sunday. This means that you must ensure that in any week beginning Monday and ending Sunday you do not work more than your permitted limit.

* *Example one*: You are scheduled to work 21 hours from Thursday to Saturday – you must book the whole week (Monday to Friday) as holiday.
* *Example two*: You are scheduled to work 24 hours from Saturday to Sunday – you must book the whole week (Monday to Friday) as holiday.
* *Example three*: You are scheduled to work 8 hours per day for six days from Friday to Wednesday – you must book **two** whole weeks (Monday of the first week to Friday of the second) as holiday.

If you wish to undertake full-time during your holiday, you must obtain a letter from the Doctoral Research Office that confirms your right to work and share this with your employer.

Further information can be found at: [Working rights and limits during studies - Tier 4/Student](https://www.reading.ac.uk/essentials/International/Visa-and-immigration/Working-rights-and-limits-during-studies-T4).

## TRAVELLING OUTSIDE THE UK

If you are travelling outside of the UK during your holiday period it is recommended that you obtain a re-entry letter to show at the UK border in case it is requested. Letters can be requested from the Doctoral Research Office no earlier than one month prior to your intended return date.

If you are approaching the end of your current Student/Tier 4 visa or are close to having your degree awarded, you are strongly advised not to travel outside of the UK before discussing your intentions with the Doctoral Research Office.

Further information can be found at: [Travelling and your UK visa](https://www.reading.ac.uk/essentials/International/Visa-and-immigration/Travelling-and-your-UK-visa).

Last Updated: 20 October 2023