# REQUEST PERIOD OF RESEARCH AWAY (PGR)

# Tier 4/Student visa holders only

This form should be completed by students who need to undertake any period of research away from the University as part of their doctoral project (including students on split programmes).

All sections of this form must be completed and submitted to the **Doctoral Research Office (****dro@reading.ac.uk****)** for consideration at least **two weeks** prior to the start of the period of research away. Students must receive approval from the Doctoral Research Office **before** commencing their period of research away.

Further information for students requesting to undertake a period of research away 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 and conditions of undertaking a period of research away.

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| **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. |

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| **Description of the activities that will be undertaken during the period of research away**  | Click or tap here to enter text. |
| **Country where the research away will take place** | Click or tap here to enter text. |
| **First day of research away** | Click or tap to enter a date. |
| **Last day of research away** | Click or tap to enter a date. |
| **Date of return to the University[[1]](#footnote-1)** | Click or tap to enter a date. |

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| **Are you in receipt of a studentship/scholarship?** | Choose an item. |
| **Name of funding body** | Click or tap here to enter text. |
| **Has the funding body been informed?** | Choose an item. |

## TO BE COMPLETED BY THE SUPERVISOR

I confirm that this period of research away is essential to the student’s project and that the above description is accurate[[2]](#footnote-2). I will maintain regular contact with the student during the period of research away as part of the University’s responsibility to monitor progress and engagement points. I also confirm that the relevant health and safety approvals have been granted.

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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. |

## TO BE COMPLETED BY THE DOCTORAL RESEARCH OFFICE

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| **Approved?** | Choose an item. |
| **Duration** | Click or tap here to enter text. |
| **Name of approver** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

**INFORMATION AND CONDITIONS FOR POSTGRADUATE RESEARCH STUDENTS REQUESTING TO UNDERTAKE A PERIOD OF RESEARCH AWAY**

Research away may be used for data collection, fieldwork, and access to specialist collections/facilities which are away from the University and essential to your research project. We would normally expect research away to be conducted outside of the UK; however, in cases where the distance from the University is significant, research away within the UK may be permitted.

The maximum period of research away permitted by the University is **18 months** during the first three years of full-time registration (limits of a lesser duration may be imposed by your sponsor). The University does not expect students to undertake research away in their final year of full-time registration. If the total period of research away exceeds 18 months then the University may take the decision to withdraw Tier 4/Student visa sponsorship and review whether the student should be transferred to a PhD by distance programme.

Except where periods of research away are stated on the Offer of Admission, fees will continue to be charged at the standard fee rate.

If your doctoral studies are sponsored, it is your responsibility to obtain permission from your sponsor prior to departure. If a sponsor subsequently denies permission for the period of research away then the time away would be deducted from your holiday entitlement.

**Students sponsored via the Saudi Arabian Cultural Bureau must not travel without written permission from the Cultural Bureau.**

Research away must not be used as holiday. If you wish to take holiday during your period of research away, you should complete a holiday request form as usual.

All periods of research away will be reported to the Home Office as a ‘change to student circumstances’.

Please consider your date of return to the University carefully to ensure that it is as realistic as possible. It is important that you inform the Doctoral Research Office if your return date is delayed. If you attempt to re-enter the UK after the reported end date of your research away then you may encounter difficulties passing though border control.

If you need to extend your period of research away, a further form should be completed and returned to the Doctoral Research Office for consideration.

If you do not return to the University as planned and have not informed the Doctoral Research Office of any delays, your Tier 4/Student visa sponsorship will be withdrawn. The University will normally support a further visa application when you able to return to the UK.

We recommend that you request a re-entry letter from the Doctoral Research Office two weeks prior to your return date to show at the UK border.

Last Updated: 20 October 2023

1. This should be the date that you will be back at the University to resume your programme in person. [↑](#footnote-ref-1)
2. If a *Change of Circumstance* report is made to the Home Office which is subsequently questioned by the Home Office, you may be required to provide evidence that progress was made during the student’s time away from the University. [↑](#footnote-ref-2)