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**Compassionate leave request form for funded postgraduate research students**

If you are a UKRI, Royal Holloway, externally funded or co-funded postgraduate research student, you are entitled to receive up to 5 days (or 2 weeks) of compassionate leave on full stipend as long as you are in possession of the relevant evidence as stipulated in the guidance notes to this form. Your funding and submission date will be extended by the period of compassionate leave approved. This form should only be used for the first 5 days/2 weeks of compassionate leave. Any leave which exceeds this must be requested via the standard interruption process for postgraduate research students. Non-funded students should request a standard suspension of regulations request for extensions to deadlines, or request leave of absence via the standard interruption process for postgraduate research students as required.

**Student’s details**

First name: Surname:

Student ID no: Supervisor:

Funding Body:

**Compassionate leave details – maximum 2 weeks**

**This section only applies if there has been the bereavement of a child under 18 years of age**

I am starting my compassionate leave on (dd/mm/yyyy): Click or tap to enter a date.

I expect to resume my studies on (dd/mm/yyyy): Click or tap to enter a date.

Supporting evidence attached: **Yes:**  **No:**

**Please note that this compassionate leave request cannot be processed without supporting evidence.**

**Compassionate leave details – maximum 5 days**

**This section applies if you have experienced a close bereavement or emergency, in line with the guidance notes to this form**

I am starting my compassionate/emergency leave on (dd/mm/yyyy): Click or tap to enter a date.

I expect to resume my studies on (dd/mm/yyyy): Click or tap to enter a date.

Supporting evidence attached: **Yes:**  **No:**

**Please note that this compassionate leave request cannot be processed without supporting evidence.**

**Student’s confirmation**

By signing this form, I confirm that I understand and agree that:

* The compassionate leave applied for is in line with Royal Holloway and UKRI Guidance: [Paid Compassionate or Emergency Leave - Royal Holloway Doctoral School](https://intranet.royalholloway.ac.uk/doctoral-school/scholarships-and-finance/compassionate-leave.aspx)
* The request on this form covers up to 2 weeks only of compassionate leave
* During this time:
  + I will continue to receive my UKRI/Royal Holloway stipend
  + I will remain registered as a student at Royal Holloway and must complete enrolment accordingly

**Student signature:** **Date:** Click or tap to enter a date.

**Academic approval**

**Signature of supervisor: Date:** Click or tap to enter a date.

**Signature of School Director**

**of PGR Education: Date:** Click or tap to enter a date.

Please return the completed form to [doctoralschool@royalholloway.ac.uk](mailto:researchdegrees@royalholloway.ac.uk)   
or to Doctoral School, Royal Holloway, University of London, Egham Hill, Egham, Surrey, TW20 0EX