

# Maternity, Paternity and Adoption Leave Form

**Please complete the sections below and forward the form to your department for submission via the** [**Online PGR Request Form**](https://www.royalholloway.ac.uk/staff/teaching/aqpo/academic-regulations-and-policies/pgr-suspension-request-online-form.aspx)

**STUDENTS IN RECEIPT OF RESEARCH COUNCIL FUNDING:** This form should only be used to request an additional 26 weeks of unpaid leave after your first 26 weeks of paid leave. To request the first 26 weeks of paid leave please read the guidance and complete the following form: [Interruption of studies for RCUK-funded students](https://www.royalholloway.ac.uk/doctoral-school/scholarships-and-finance/maternity-paternity-and-adoption-leave-for-scholarship-recipients.aspx)

**STUDENTS IN RECEIPT OF INTERNAL (COLLEGE SCHOLARSHIP) FUNDING:** Please contact [researchdegrees@royalholloway.ac.uk](mailto:researchdegrees@royalholloway.ac.uk) for advice before submitting this form.

**Student’s Details**

|  |  |
| --- | --- |
| Name of student | Click here and type |
| Student Number | Click here and type |
| Supervisor: | Click here and type |

# Leave details

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| Expected date of birth/adoption (dd/mm/yy): Click here and type  I am starting my leave on (dd/mm/yy): Click here and type  I will resume my studies on (dd/mm/yy): Click here and type  Copy of MATB1 attached: (please tick) Yes  No  Please note that your request cannot be processed until a copy of the MATB1 (maternity/paternity) or proof of adoption is received. |

Fees

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| You are liable to pay fees for the period you have attended prior to the interruption. When resuming your studies, your account will be credited on a pro rata basis for any fees paid in excess for the previous academic session. If you do not return from interruption and subsequently withdraw, the date of withdrawal is taken as the start of the interruption and fee liability is calculated accordingly.  Please tick here to indicate that you understand your fee liability as outlined above: |

Visa requirements (if applicable)

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| Changes to your student status could affect your immigration status in the UK. The College is required to report changes in status to UK Visas and Immigration (UKVI).  Students holding Tier 4 visas:  Your interruption will be reported to UKVI and you will be required to leave the UK for the period of interruption. You must apply for a new visa in order to resume your studies at Royal Holloway. For further details please contact the [International Support Office](mailto:InternationalAdvice@rhul.ac.uk).  Please indicate:   * sStart date of current Tier 4 Visa: Click here and type * eEnd date of current Tier 4 Visa: Click here and type   Please tick here to indicate that you have read and understand the above information: |

Student’s confirmation

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| By signing this form, I confirm that I understand and agree that:   * tThis period of leave will be added to my thesis submission deadline * II will remain registered as a student of the College and must complete enrolment accordingly   Please type your name here in order to sign this form: Click here and type  Date of signature: Click here and type |

**Academic approval**

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| Signature of supervisor: Click here and type Date: Click here and type  Signature of Director of  Graduate Studies: Click here and typeDate: Click here and type |

**The Director of Graduate Studies should now upload this form to the** [**Online PGR Request Form**](https://www.royalholloway.ac.uk/iquad/services/academicqualityandpolicyoffice/forms/pgrwaiver.aspx)**.**