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Sick leave request form for UKRI-funded students**If you are an UKRI-funded postgraduate student, you are entitled to 13 weeks of sick leave on full stipend. If any period of sickness during these 13 weeks, is supported by a medical certificate, your funding and submission date will be extended by this period i.e. if you are sick for 13 weeks but have a medical certificate (we will need a copy) for 5 weeks of this period, your funding and submission date will be extended by 5 weeks. This form should only be used if your sick leave lasts up to 13 weeks. Any sick leave which exceeds 13 weeks must be requested via the standard interruption process for postgraduate research students.

**Student’s details**

   

  



Research Council: 

**Sick leave details**

I am starting my sick leave on (dd/mm/yy): 

I expected to resume my studies on (dd/mm/yy): 

Copy of medical note attached: ** **

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

**Student’s confirmation**

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

* the sick leave applied for is in line with UKRI Guidance ([http://www.ukri.org](https://www.ukri.org/))
* the request on this form covers up to 13 weeks only of sick leave
* during these 13 weeks:
  + I will continue to receive my UKRI stipend
  + I will remain registered as a student of the College and must complete enrolment accordingly
* I am obliged to repay any maintenance grant received during the period of sick leave should I fail to   
  return to my studies and submit my thesis

Signature of candidate: Date:

Please note that a typed signature is not sufficient. If you are not able to sign, please email [doctoralschool@royalholloway.ac.uk](mailto:researchdegrees@royalholloway.ac.uk) with confirmation of your agreement to the above.

**Academic approval**

Signature of supervisor: Date:

Signature of Director of Date: Postgraduate Education:

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