

Student visa sponsored – postgraduate research remote study

Please note that the University of Southampton is a Student Sponsor and must comply with the attendance regulations set by the UKVI.

Remote study: absence from the University for essential data collection/research that cannot be conducted at the University. This includes absence for conference attendance.

Sections 1& 2 – To be completed by student requesting remote study. Please complete both of these sections and, once your Supervisor has completed **Section 3**, submit this form to your Graduate School Office for processing.

Please note: Postgraduate research students are permitted 26 days annual leave excluding University closure days and bank holidays. The leave year runs from 1 August to 31 July; if you commence your research part way through the academic year, your annual leave allowance will be calculated on a pro-rata basis.

Section 1 – To be completed by student, details of absence.

Student name	
Student ID	
Location of remote study	
Reason for remote study	
Date from	
Date to	
Address whilst conducting remote study	

If you are combining your period of remote study/conference attendance with annual leave then please confirm the dates you will start and finish your annual leave.

Annual leave start date	
Annual leave end date	
Number of days of annual leave requested	
Annual leave remaining	

*You must return to the University by the date agreed by the University. ***If you do not return by this date, your absence will become un-authorised and your Student sponsorship could be put at risk.***

Section 2 – Student declaration

I certify that the information given in Section 1 is correct to the best of my knowledge:

Signed	
Date	

During your period of remote study/absence for conference attendance you must maintain contact with the University at least once a week using the remote study link. If you are unsure of how to access this, please email visa@soton.ac.uk

Section 3 – To be completed by the students' supervisor.

Please complete this section and return to the student for submission to their Graduate School Office.

- I confirm all of the following points:
- This period of remote study is essential to the student's course.
 - The work the student is doing must necessarily be done outside of the UK, and could not be completed on-site at the University of Southampton.
 - The amount of the time the student has requested is proportionate to the work they are undertaking.
 - This student will remain in regular contact with the university (i.e. supervisor or other appropriate member of staff) throughout this period of remote study.

If the student is requesting annual leave as well as remote study:

- I confirm that this period of leave does not exceed the students annual leave allowance.
- I **do not** support their application for annual leave as this would exceed their permitted annual leave allowance and/or I consider that this period of absence will have a detrimental effect on their candidature.

Name of Supervisor (please print)	
Comment	
Signed	
Date	

Section 4 – To be completed by the students' Graduate School Office. Please complete this section and forward the form to visa@soton.ac.uk

- Annual leave within permitted allowance.

Name (please print)	
Signed	
Date	