Policy for Holiday Entitlement for Postgraduate Research Students

This policy has been prepared taking into account the guidance provided by Research Councils and in consideration of holiday entitlement for Newcastle University staff.

The University holiday year is 1 October to 30 September inclusive. The entitlement is based on an assumption of a 5-day working week, although it is recognised that many PGR students will wish to devote greater time to their research studies.

Full-time PGR students will be entitled to up to 7 weeks (35 working days) annual holiday, which will include all University fixed closure days and the 8 public holidays. The University fixed closure days will fall during the Christmas/New Year period and the days either side of the Easter weekend. This holiday entitlement, including public holidays and University fixed days, will be applied pro-rata to part-time PGR students. No holiday leave can be more than 1 month in length at a time.

Holidays can be taken at any time in each holiday year, but must be agreed in advance with the supervisory team and bearing in mind a student’s individual sponsor terms and conditions. It is expected that permission will not be withheld unreasonably taking into account all the factors involved, both personal and organisational.

Please submit the ‘student notice of absence’ form via S3P, using your usual login and password. Your request will be sent for approval to your School or Institute office.

Students may be required by their sponsors to provide an explanation/justification if they are absent for a longer period and for international students this leave must be in accordance with the University’s Attendance Monitoring requirements (see attendance requirements for further information).

Holidays will not normally be carried forward from one holiday year to the next.

Approved on behalf of PGR Sub-committee of ULTSEC – September 2012