Policy for Holiday Entitlement for Postgraduate Research Students
Effective from 01/08/2019

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

2. What is covered by the policy?
The policy covers holiday entitlement for research students and the mechanisms for approving and recording holidays.

3. Who does the policy apply to?
Research students, Supervisors and Academic Units

4. Roles and responsibilities
The policy identifies responsibilities for research students, supervisors and academic units.

5. Policy
The University holiday year is 1 October to 30 September inclusive and 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. Holidays will not normally be carried forward from one holiday year to the next. (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.

Any requests for a period of leave of more than one month will require approval of a formal ‘Interruption of Studies’ by the Dean of Postgraduate Studies. Applications can be made through the submission of an online ‘Mitigations’ form available in the PGR element of ePortfolio (available at https://portfolio.ncl.ac.uk/).

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.

The Student Notice of Absence form (https://s3p.ncl.ac.uk/login/index.aspx) should be completed by a student and submitted via S3P to both request holiday and to have it authorised by the Academic Unit. Any students encountering difficulties submitting an absence form should consult their Academic Unit. 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.
Home/EU students who wish to take up paid employment within the University of more than 20 hours per week while registered as ‘Pending Submission’ must seek approval for this employment from their supervisory team. Students should ensure that their degree programme completion is not put at risk due to the employment undertaken.

Home/EU students who wish to take up paid employment within the University of more than 20 hours per week while ‘Under Examination’, must seek approval for this employment from their supervisory team.

If approval is given for employment in excess of 20 hours per week while under ‘Pending Submission’ or ‘Under Examination’, the student must submit a ‘Student Notice of Absence form’ for the duration of the employment to allow employment of more than 20 hours per week. Submission of the ‘Student Notice of Absence form’ changes the student’s status and subsequent eligibility to work full-time.

6. Related regulations, statutes and policies
List and if possible provide links to any relevant regulations or policies

7. Procedure to implement the policy
This is an update of a pre-existing policy, which has already been implemented.

8. Monitoring and reporting on compliance
What monitoring will be undertaken to determine how effectively the policy is implemented and where any results will be reported?

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<th>Frequency</th>
<th>Method</th>
<th>Who by</th>
<th>Reported to</th>
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9. Failure to comply
Specific consequences of not following the policy

Document control information

Does this replace another policy?
Yes - This is an update of a pre-existing policy, which has already been implemented.

Approval

Approved by: University Education Committee | Date: 13th March 2019

Effective from: 1st May 2019

Review due – May 2021

Responsibilities

Executive sponsor: Professor J Kirby, Chair of Postgraduate Sub-Committee of UEC
<table>
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<tr>
<th>Policy owner: (This maybe an officer or Committee)</th>
<th>Nicky Houghton, Senior Student Policy Manager, Student Progress Service</th>
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<tbody>
<tr>
<td>Person(s) responsible for compliance:</td>
<td>Nicky Houghton, Senior Student Policy Manager, Student Progress Service</td>
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## Consultation

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## Equality, Diversity and Inclusion Analysis:

Does the policy have the potential to impact on people in a different way because of their protected characteristics? No

If yes or unsure please consult the Diversity Team in HR for guidance

Initial assessment by:  Date:  

Key changes made as a result of Equality, Diversity and Inclusion Analysis

### Document location

https://www.ncl.ac.uk/students/progress/student-resources/PGR/FormsPolicies.htm