

PhD leave

Overview:

It has been reported that some PhD students submit requests for leave through MyHR. This may be because they are asked (or they see the potential) to do this when they sign a contract for teaching / demonstrating / marking work.

In order to address this issue, we propose rolling out the following clarification to policy. If approved by the PGR Committee this will be circulated to all students by email and added to the current student handbook.

1. For full-time PhD students the annual holiday entitlement is 30 working days plus the eight UK public holidays and the four QMUL closure days. Holiday entitlement is pro rata for part-time students and for parts of a year.
2. PhD students should agree their holiday periods with their primary supervisor and note this in the **Supervisor Log on MySIS**. PhD leave cannot be approved on MyHR so should not be requested through this system.
3. PhD students should also log absences other than annual leave (e.g. attendance at conferences, research visits, etc) on the Supervision Log, after agreeing these with their supervisor.

Students are reminded that while conference / research visit / annual leave are logged on MySIS and agreed with the respective supervisor, approval for funding to attend research visits funded by the School must be obtained by the HoG in advance. If the student requires Paul Dudley to book the accommodation, travel, then Paul will need to see written confirmation from the HoG approving the funding. If you the student is claiming the expenses after a visit, the expense claim form needs to be approved (signed) by the HoG in advance of the student submitting the form. Students should be aware that only **original** receipts are accepted and expenses must be submitted within **3 months** of the date the expenses were incurred.

Katie Hale – 20 March 2019