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| **Please complete the following** | |
| **PART A:** | |
| Surname: |  |
| First name: |  |
| URN number: |  |
| Visa status:  *Tick relevant box* | * Student/Tier 4 Visa * Not applicable |
| Dept./Centre: |  |
| **PART B:** | |
| Start date of work placement: |  |
| Expected end date of work placement: |  |
| Name of Employer: |  |
| Business Address of Employer: |  |
| Student address of residence during work placement: |  |
| Contact number during absence from the  University of Surrey: |  |
| Contact email address: |  |
| Date of reporting back to the centre/dept.: |  |
| \*Date(s) of supervisor meeting during the time of absence period (should be set up before PGR leaves the UK): |  |
| Supervisor’s name: |  |
| **PART C:** | |
| Confirm return date:  (provide evidence of return i.e. Flight details): |  |
| Report back to the centre/dept. to confirm  return to studies |  |
| **PART D:** |  |
| **Declaration** | |

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| --- | --- |
| The student and supervisor confirm that this work placement or internship fulfils the following criteria:   * The off-site location is not used for classroom based teaching. * The University can still fulfil its responsibilities as a sponsor by meeting monthly engagement monitoring obligations. * The arrangement does not distort or dilute the relationship between the University and students. * The internship forms an integral and assessed part of the ongoing PhD project and directly contributes to the content of the final thesis. | |
| **PART E** | |
| Supporting statement attached ☐  This form must be accompanied by a supporting statement from the student, endorsed by the supervisor, which details how the work placement/internship forms an integral and assessed part of the ongoing PhD project and directly contributes to the content of the final thesis. | |
| **Name of Student:** | **Name of Supervisor:** |
| **Signature:** | **Signature:** |
| **Date:** | **Date:** |

On completion of the form please provide a copy **to both** Immigration Compliance and the Research Degrees Office.

Research Degrees Office: Email to [researchdegrees@surrey.ac.uk](mailto:researchdegrees@surrey.ac.uk).

Immigration Compliance: Upload via [Surrey Support](https://support.surrey.ac.uk/).

**Note:**

\*During this research period PGRs should continue to have their one to one with their supervisor. This should be arranged at least once a month and can be done via Skype if necessary- dates of their meeting must be recorded on Surrey Self Service.