**Change of Location Form**

**Student Guidance Notes**

By registering on the Masters programme, you have agreed to remain in Leeds for the full 12 month programme. If there are any issues with your submissions over summer or the dissertation, we can request that you attend an academic integrity meeting and you should be available for this.

If you are undertaking any fieldwork or dissertation research away from the University of Leeds Campus or accommodation, then you must speak to your Dissertation Supervisor about [completing a fieldwork questionnaire](https://students.business.leeds.ac.uk/assessment/dissertations-and-projects/).

If you have finished your fieldwork and are leaving Leeds to complete the writing up of your dissertation, e.g. if you are an international student who is returning home to finish this piece of work, please complete section 2.

If you are leaving Leeds, but you have already completed your work or you have submitted this work then please complete section 3.

Please note: if you are an international student on a Tier 4/Student Visa, your sponsorship will then be withdrawn at that time. You should contact the International Student Advice team for further information on obtaining a visa if you wish to return to the UK at any point after this, e.g. for December Graduation.

Please be aware that attendance and engagement is monitored over the dissertation period.

If you have any further questions about attendance or change of location, please contact [lubsattendance@leeds.ac.uk](mailto:lubsattendance@leeds.ac.uk)

**Change of Location Form**

This form should be completed when a student leaves Leeds after their teaching has been completed and continues with their studies in the following two scenarios:

* A student is finishing the writing up of their dissertation away from Leeds but is not undertaking any research or fieldwork.
* A student is returning home, which is away from Leeds, before the end of the academic year, but after completion of their dissertation.

*\*\*\*In all cases: by completing this form you are confirming that* ***ALL*** *supervision is completed which includes any supervision via Teams, in person or by email\*\*\**

**1. Student Details**

|  |  |
| --- | --- |
| Student Name |  |
| Student ID |  |
| Programme |  |

**2. The above student will be undertaking a period of study outside Leeds as follows:**

|  |
| --- |
| Date leaving Leeds (and return date if applicable): |
| Location away from Leeds: |
| Remaining Work to Undertake: |

**3. The above student will be leaving Leeds before the end of the academic year**

|  |  |
| --- | --- |
| Date leaving Leeds, confirmation that the final piece of work is completed, & submitted |  |
| Location away from Leeds: |  |

**4. The School confirms the arrangements below during this period:**

|  |  |
| --- | --- |
| The student has left Leeds; therefore attendance/engagement will no longer be monitored; submission of the dissertation is considered complete for the academic work. Where the student has a Tier 4/Student Visa, and has left the UK, and there will be no further supervisory meetings it will not be possible for regular supervision and monitoring of academic progress to continue. The University should withdraw sponsorship of the Tier 4/Student Visa, and the student should apply for a visitor’s visa before returning to the UK | Yes/ No |

Signed (Supervisor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (SES Office): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I understand that when the University withdraws sponsorship of my Tier 4/Student Visa, my visa will be curtailed (shortened) and I will be required to leave the UK.**

**Yes/ No [delete as appropriate]**

Signed (Student): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to [LUBSAttendance@leeds.ac.uk](mailto:LUBSAttendance@leeds.ac.uk)