



Students who want to spend time studying away from a University of Dundee campus are required to submit this form. We are obligated to inform UKVI of any change in circumstances in relation to your studies with us as part of our sponsorship duties, but this does not affect your visa.

Students who are away for the purpose of off campus study (e.g. data collection) must gain permission **before leaving** through completion of this form which should be submitted to your School office, who will inform the University’s Immigration Compliance Office.

Students should continue to check their emails at least once a week and upon returning to Dundee should check in with their school no later than one working day following the agreed date of return.

Student Name:	Student ID:
School:	
Course:	
Supervisor:	Level of Study:

**Details of Off Campus Study**

Absence From:	Absence To:
Purpose for Absence (e.g. conference, data collection):	
Institution where studies will occur (including address):	
<i>If Applicable</i> Acting supervisor: Position: Email: Telephone:	

**Agreed Supervision Plan** (to be completed if absence will last over a month)

If a student is away for off-campus study for any period longer than a month they must maintain contact with their supervisor at a **minimum of once a month**, to be logged on eVision.

Method of Contact with Dundee Supervisor	
Frequency of Contact	
Details	
Contact details whilst away	



Off Campus Study Agreement:

- The details above are correct to the best of my knowledge
- This off-campus study is relevant and integral to my studies
- If I am away for longer than a month I will update my contact details on eVision whilst I am away
- I will continue to check my emails at least once a week and understand that all correspondence will be sent to my University email account
- I agree to confirm my return with my school by checking in with my school within one working day
- I understand that this absence will not lead to any extension of my end date
- I agree that whilst I am away I will continue to follow all of the conditions of my Student visa, including maintaining contact with my supervisor(s)
- I accept that if my absence extends beyond the approved period and I do not return as agreed and do not contact my school then the University may cancel sponsorship of my visa. If this happens I will be unable to return to study until applying for a new visa.

<b>Student Signature:</b>	<b>Date:</b>
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**School Supervision Agreement**

- I confirm that this off campus study is relevant to my student’s studies
- I will continue to monitor the academic progress of this student and confirm regular supervision will take place at least once a month, to be logged on eVision to provide a record as per Home Office Requirements

Supervisor Signature:  (Staff Name)	Date:
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Immigration Compliance Team Signature:  (If over a month)	Date:
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**Confirmation of Return from Absence**

Student Signature:	Date:
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School Signature: (Staff Name)	Date:
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