

Fellow Study Leave Application Form

CONTACT DETAILS

*Surname..... *Forename..... *GMC Number.....

*Assignment number

EMPLOYMENT DETAILS

*Contract Start Date with UHS: *Contract End Date with UHS.....

*Post: (please circle)

Clinical Fellow / Research Fellow / Post CCT fellow /LAS/Junior Fellow/Senior Fellow/Core Fellow/FF2

*Speciality.....

STUDY LEAVE APPLICATION

*Date From..... *Date To.....*Total Number of Days Requested.....

*Purpose of Study Leave Application.....

*Location of Study Leave.....

ESTIMATED COSTS TO BE CLAIMED

NOTE. *Exam fees not included*
Second Class fares only. Fuel and mileage paid at basic
rate. No Taxi costs will be paid

*Fees £.....

*Travel £.....

*Accommodation £.....

*Total Estimated Cost £.....

*Applicants Signature..... *Date.....

***** YOU MUST HAVE ALL AUTHORISATION SIGNATURES FOR THE CLAIM TO BE APPROVED*****

AUTHORISATION

*Education Supervisor

Name (*PRINT*)..... *Signature.....Date.....

*Rota Coordinator

Name (*PRINT*)..... *Signature.....Date.....

*Care Group Manager

Name (*PRINT*)..... *Signature.....Date.....

***Mandatory information required**

Please return completed form to The Medical Education Office, MP 51, Heartbeat Education Centre, F Level, North Wing or via email StudyLeave@uhs.nhs.uk

EXPLANATORY & INFORMATION NOTES

Contract End Date:

This refers to the date that your current contract ends at UHS.

Dates From and To:

This refers to the first and last dates of the training period.

Purpose of Study Leave:

Study: eg courses, conferences, training events (both internal and external)

Private study: eg exam preparation

Examination: You can take leave for exams (you cannot claim fees for examinations)

Please provide full title of course or examination

e-Portfolio expenses

Mileage claims

Location of Study Leave:

If overseas, please provide supplementary information to the Education Centre.

Cost/Course Fees:

Please include full costing (including VAT in pounds sterling) but excluding any travel and subsistence costs. Estimated costs are acceptable at this stage, as further details will be requested after the training event on the Expense Claim Form.

Travel/Subsistence Fees:

Please include full costing (including VAT in pounds sterling) but excluding any course fees. Estimated costs are acceptable at this stage, as further details will be requested after the training event on the Expense Claim Form.

Statutory and Mandatory

You must make sure that all of your statutory and mandatory training is up to date on VLE before claiming for your expenses.

eExpenses Claimant User Guide

For further information please refer to the user guide – follow link below:

<https://www.uhs.nhs.uk/Education/Informationforstaff/Doctors/StudyLeaveforF2s,SHOsSpRs.aspx>

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