

Student Leave, Absence and  
Interruption Guidelines  
Enrichment Students

<b>Owner</b>	Head of Professional Development and Academic Programmes
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## **1. Purpose**

- 1.1. The Institute has made provision for continued payment of the Enrichment Award, where appropriate, for Enrichment students who wish to take leave, are absent from their studies due to illness or other reasons, or who need to interrupt their studies.

## **2. Scope**

- 2.1. This Policy applies to all Enrichment students in receipt of an Alan Turing Institute Enrichment Award. This document should be read in conjunction with a student's home University Leave, Absence and Interruption Policy (or equivalent).

## **3. Policy and Procedure**

### **3.1. Annual leave**

- 3.1.1. Students are responsible for requesting approval to take annual leave in accordance with their University policy.
- 3.1.2. Students must inform the Turing of all approved annual leave by entering their leave on the Student HR system (Cezanne).
- 3.1.3. The Institute will continue to pay the stipend or Enrichment Award during annual leave up to a total of 30 days per annum (October-September). In addition, public/bank holidays (England) will be paid.
- 3.1.4. For placements of less than 12 months, the annual leave entitlement will be pro-rated.

### **3.2. Leave of absence from the Turing**

- 3.2.1. Students may request a leave of absence from the Turing for personal or family reasons, or other reasons such as prolonged jury service (the Turing recommends where possible that jury service is postponed to avoid clashing with the Enrichment placement). The student should contact the Academic Services Team, stating the nature and the expected duration of the absence.
- 3.2.2. A leave of absence would not normally be considered for more than 4 weeks and in such a case, the Academic Services Team would advise on whether the student should consider an interruption to studies instead.
- 3.2.3. Any leave of absence request will need to be agreed according to the student's home University policy and with the Academic Services Team.
- 3.2.4. Students will only continue to receive their stipend during a leave of absence if the absence is deemed necessary and the student does not need to interrupt their studies.
- 3.2.5. Students can request a no cost extension to their Enrichment placement should their leave of absence run for more than two weeks. All requests for extensions will be considered by the Academic Services Team.

### **3.3. Interruption of studies (general)**

- 3.3.1. Circumstances may occur, which mean a student may need to suspend their Enrichment placement for a significant period of time (e.g. greater than 4

- weeks). In this case, placements will usually either be terminated or deferred until the next suitable Enrichment start date.
- 3.3.2. Students who wish to suspend their placement should inform the Academic Services Team of the possibility of terminating or deferring their Enrichment placement.
  - 3.3.3. Requests to suspend the Enrichment placement will be considered by the Academic Services team who will consider whether the placement should be terminated or deferred if appropriate.
  - 3.3.4. In some cases, it may be necessary for the Academic Services Team to receive support or seek advice from the Head of Professional Development and Academic Programmes, HR team or other independent advisors from the Turing in consideration of requests. Approval of deferring the placement remains at the Turing's discretion.
  - 3.3.5. Suspension of an enrichment placement will usually result in the suspension of any enrichment stipend top up due to the student.
  - 3.3.6. Should a student have received the full balance of their stipend top up at the point of their suspension they would not be eligible for further payments should they be approved to defer their Enrichment placement.
  - 3.3.7. Students who defer their placement must continue to meet all eligibility rules at the time of re-starting their placement including being in the active phase of their research.

#### **3.4. Interruption due to sickness or medical absence**

- 3.4.1. Students should report sickness absence for one day or more through the Student [HR system \(Cezanne\)](#).
- 3.4.2. If the sickness absence continues or is expected to continue longer than seven consecutive calendar days, the student must obtain a doctor's Fit Note and send to Academic Services as soon as possible to be uploaded to the employee's record.
- 3.4.3. Some students may require a suspension of their placement due to sickness or medical absence including due to mental health conditions.
- 3.4.4. Students who require a suspension to their placement due to medical absences should inform the Academic Services Team. The Academic Services Team will consider the most appropriate option for the student which may include terminating or deferring the placement or granting a medical suspension.
- 3.4.5. Enrichment students who are granted a medical suspension are entitled to up to 13 weeks full stipend top up pay in any given 12-month period for a suspension due to sickness or medical absence.
- 3.4.6. Students must provide the institute with medical certification to be considered for the continuation of stipend payments during a period of sickness.
- 3.4.7. Medical absences beyond 13 weeks will not be paid and the Academic Services Team may suggest terminating or deferring the Enrichment placement.
- 3.4.8. Students will be asked to provide proof of fitness to study either from their Home University or medical practitioner upon return to their studies.

- 3.4.9. The Enrichment placement can be extended following a medical absence of more than 2 weeks for up to 13 weeks.
- 3.4.10. Students who defer their placement must continue to meet all eligibility rules at the time of re-starting their placement including being in the active phase of their research.
- 3.4.11. Should the University recommend the student withdraw from their course or the Enrichment scheme due to sickness or medical absence the Enrichment Award will also be terminated.

### **3.5. Maternity, maternity support (paternity), adoption leave and shared parental leave**

- 3.5.1. Enrichment students who wish to take maternity, adoption, or shared parental leave are entitled to up to 52 weeks of leave. Normally it is expected students will defer the remainder of the Enrichment placement until the next suitable Enrichment start date.
- 3.5.2. Enrichment students will be entitled to up to 26 weeks maternity, adoption or shared parental pay at the full award rate provided they;
  - 3.5.2.1. Have completed at least 6 months of their placement by the time leave begins.
  - 3.5.2.2. Have not reached the end of their Enrichment placement by the time leave begins.
  - 3.5.2.3. The total amount of leave taken does not exceed the remaining amount of time the student has on their Enrichment placement.
- 3.5.3. Upon resuming an Enrichment placement the student will receive any remaining stipend top up and Award not paid prior to taking maternity, adoption or shared parental leave.
- 3.5.4. Students who defer their placement must continue to meet all eligibility rules at the time of re-starting their placement including being in the active phase of their research.
- 3.5.5. Students are required to follow their universities policy on maternity, paternity or adoption leave.
- 3.5.6. Students should inform the Institute of their intention to take maternity, adoption or shared parental leave or defer their placement at least 15 weeks before their due date. Students who have not yet begun their placement are encouraged to discuss their options with the Academic Services Team before doing so.
- 3.5.7. When a student informs the Institute that they are pregnant a risk assessment will be undertaken by the Culture and Engagement Team.
- 3.5.8. The first two weeks after the birth are considered compulsory maternity leave.
- 3.5.9. Partners are entitled to up to 10 days paid maternity support (paternity) leave on full stipend. This will be considered a leave of absence.
- 3.5.10. Adoption leave should be granted on the same basis as maternity leave. To be entitled to take adoption leave, the student is required to give the Institute written notification of their intention to take adoption leave no later than seven days after the date on which notification of the match with the child was provided by the adoption agency.

- 3.5.11. Upon returning from maternity leave the Institute will offer support to students and consider reasonable requests for variations to the mode of study including part time study.

### **3.6. Attendance at the Turing**

- 3.6.1. Depending on their award's specification, Enrichment students are expected to be based at The Alan Turing Institute's premises in London, the Jean Golding Institute in Bristol or the Leeds Institute for Data Analytics for the duration of their placement. If from time to time, the Student is required to fulfil University or other commitments, the Student may attend their University, but must inform the Academic Services Team in writing (email or through [Student Cezanne system](#)) at a reasonable time beforehand.
- 3.6.2. Students may be permitted to study away from the Turing on academic grounds for reasons such as collecting data or conducting research. Students must provide the location, and the reason for being away from the Turing. The nature of this form of time away from the Turing must be reasonable and appropriate for the work/research being undertaken. Such a period away from the Turing must not be taken until it is authorised by the Academic Services Team, Supervisor and University.
- 3.6.3. Student Travel and Expenses guidelines (including travel between the Turing and the students' home universities) can be found [here](#).

### **3.7. Internships**

- 3.7.1. Enrichment students are not able to carry out internships during their Enrichment placement or request a suspension to their placement for this reason.
- 3.7.2. Enrichment students should request a deferral of their placement before beginning their placement should they wish to undertake an internship. All requests will be considered by the Academic Services Team.
- 3.7.3. Students who defer their placement must continue to meet all eligibility rules at the time of re-starting their placement including being in the active phase of their research.
- 3.7.4. Under UK Visa and Immigration (UKVI) requirements, the Turing is required to record where students are studying if not at the Institute. Students with Tier 4 or Tier 5 visas must therefore notify and gain permission from the Turing and home University of any period away from the Turing. Failure to do so could breach the terms of their visa.

## Document control

### Version control

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Version (Issue No.)	Date of Issue	Author	Approved	Owner
1.0	22/06/2017	Keir Bonnar (Academic Engagement Manager)	Helen Davies (Head of Academic Programmes)	Keir Bonnar (Academic Engagement Manager)
2.0	29/11/2019	Amy Gallimore (Academic Recruitment Coordinator)	Ben Murton (Head of Researcher Development and Training)	Sam Selvarajah (Academic Services Manager)
3	07/05/2020	Amy Gallimore (Academic Recruitment Manager)	Sam Selvarajah (Academic Services Manager)	Sam Selvarajah (Academic Services Manager)
4.0	08/06/2021	Georgia Koumara (Academic Services Coordinator) and Sam Selvarajah	Sam Selvarajah, (Academic Services Manager)	Julie Alland (Head of Culture and Engagement)

#### 1.1 Related documents

Document Title
Enrichment Award Terms and Conditions