

International Study Leave Application Form

IMPORTANT: Please note that:

1. Without all necessary documentation, signatures to support your claim, and complete costs, this application will not be considered
2. All applications should be submitted at least 6 weeks prior to the event
3. The form should be completed with reference to the most recently published West Midlands Study Leave guidance on the website
4. Please also refer to Guidance found on pages 3-4 of this application form
5. For approved international study leave applications, HEE will consider funding either the full cost of the course/conference fees or the full cost of economy travel and accommodation whichever is the lower amount.

Trainee Details			
Name:		Contact No.	
GMC Number:		Email Address:	
Trust:			
School:		Speciality:	
Level:		Signature:	
Course Information			
Course Name:			
Course Location:			
Date Of Course:			
Mandatory Supporting Evidence			
Requirements	Please tick to confirm you have provided these with your application		
Official details of the event/programme to be attended from the organiser of the event, including if applicable abstracts/papers to be presented.	<input type="checkbox"/>		
Documentary evidence that the event/attendance at the course/conference is detailed on PDP (e.g. screenshot of e-portfolio).	<input type="checkbox"/>		
Written evidence of how the event meets curriculum/educational requirements including justification for this request, and why this requirement cannot be satisfied by attendance at an event in the UK.	<input type="checkbox"/>		
Confirmation that the trainee has had no previous international study leave authorised at the same level of their training (please refer to study leave guidance 2019)	<input type="checkbox"/>		
Written confirmation that attendance at the event is not part of or in addition to annual leave.	<input type="checkbox"/>		
Evidence that the trainee has received an ARCP Outcome 1 at their most recent ARCP.	<input type="checkbox"/>		
Signatures in support of this application			
	Name	Signature	Date
Educational Supervisor*			
Training Programme Director			
Head of School			
<i>*Please note that this refers to the Educational Supervisor whom the trainee will be under at the time of the period of leave that is requested.</i>			

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Cost			
Breakdown of Costs <i>(please provide full details and estimate putting 'not applicable' as appropriate. Please mark 'not applicable' if no funding is required)</i>			£
Course Cost			
Travel Cost			
Accommodation Cost			
Total Cost of Course			
VAT (if applicable)			
Approval			
Approval Y/N?: <i>*delete as applicable</i>	Full Funding		Detail Costs Approved:
	Part Funding		
	No Funding		
Signature of Post Graduate Dean:		Date:	
Reason for decision if declined			

Please return completed form to: StudyLeave.WM@hee.nhs.uk

If you wish to appeal this decision, please visit the HEEWM Website for guidance.

Office Use only

Approved previous application for previous International Study leave funding Y/N

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International Study Leave Guidance

International study leave should occur when the learning outcomes from the course/conference are not available in the UK (joint societies with a UK and Ireland remit for these purposes are considered as UK). The DHSC has made requirements clear in the tariff publication for 19/20.

As specified in the Aspirational Study Leave section above, one international/meeting, providing all other curriculum requirements are met, will be considered for each doctor in training for any one programme, which can be defined as Foundation, Core, Higher or otherwise every three years.

If attending an international opportunity is evidenced to be cheaper than a UK alternative/equivalent, then the international opportunity will usually be approved and would not count as the one occurrence above.

If service requirements prevent a trainee in attending a UK based educational opportunity, an international alternative/equivalent could be considered.

HEE Deans have agreed the following principles:

Attendance at courses/conferences should be taken as close to the base of the trainee as possible.

For approved international study leave applications, HEE will consider funding **either** the full cost of the course/conference fees **or** the full cost of economy travel and accommodation whichever is the lower amount. For accommodation, in alignment with the agreed maximum rate for study budget claims within the UK, the overnight rate should not exceed £150 per night. Subsistence expenses will not usually be reimbursed by HEE.

As part of the approvals process, requests to attend overseas study courses/conferences will only be considered in very exceptional circumstances. Such circumstances include:

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- for the presentation of significant research findings from within an NIHR recognised academic clinical fellowship or clinical lectureship
- for the presentation of research undertaken as part of a clinical training programme
- where the training course is not available in the UK
- where the course or activity is part of the college curriculum or guidelines on required training
- where the course is set out as a mandatory requirement of college training to reach the required qualification to practice

For international study leave requests where the individual will be presenting, such applications should take priority.

The course/conference must provide a clearly stated curriculum outcome and there must be a documented discussion with the ES about the clear need of the course/conference to meet curriculum requirements.

A full programme should be provided. A report covering the entirety of the leave may be requested from the doctor in training after attendance.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791560/education-and-training-tariffs-2019-to-2020.pdf

Any contribution to funding of such leave will need the prior written approval of the HEE local Postgraduate Dean.

If further periods of international study leave are required this will be considered on a case by case basis by the Postgraduate Dean, and budget allowing.

If a doctor in training wishes to fund a period of international study leave by other means, the ES should still ensure the activity aligns to the curriculum or personal development plan. This must be the case for any period of international Study Leave irrespective of how it is funded.