Research Degrees

Return to Study

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| C:\Users\james.austin\Desktop\OU_Logo_Dark_Blue.jpg**PLEASE REFER TO THE GUIDlines ON PAGE 3 BEFORE COMPLETING THIS FORM**Incomplete forms cannot be actioned. Please ensure that all sections on all pages are completed. |
| Name of student |       |
| Personal Identifier |       |
| Faculty/Affiliated Research Centre (ARC)  |       |
| Registration date |       |
| Programme of studyDiscipline | [ ]  MPhil/PhD [ ]  MPhil only [ ]  PD (EdD/DHSC)       |
| Mode of study  | [ ]  Full-time [ ]  Part-time |
| Supervisor(s) Director of Studies (ARC students only) |            |
| Dates of absence | From       To       |
| Number of working days |  This absence       Year to date       |
| Absence reporting procedure followed? | [ ]  Yes [ ]  No  |
| Medical certificate provided? | [ ]  Yes [ ]  No  |
| Date of Return to Study meeting or conversation |       |
| Upgrade review due date  |       |
| Number of next progress report (PD students only) |       |
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| Review of study to date (discuss where the student was in their studies before their absence) |
| Key achievements      What was the student working on before their absence?      |
| Preparing to resume study (agree what needs to be achieved in the short term) |
| Are there any events, e.g. student presentation conference or upgrade review that need urgent attention?     Are there any activities or pieces of work that would make an easy introduction back to study? Are there any barriers to beginning these tasks? What can be done to overcome them?      |
| Action plan (focus on getting back to study with a series of manageable tasks that can be completed and reviewed in 4 weeks) |
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| Task | Completion date |
|       |       |
|       |       |
|       |       |
|       |       |

Review date:       |
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| **Upload completed form to your supervision meetings section on PGR Manager.** |

**GUIDANCE**

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| **Who should complete it**A Return to Study meeting or conversation should be held with any student who is returning from a period of study break, even a short period. This form is to provide guidance and the means of recording the Return to Study meeting or conversation. It can also be used to support progress reviewing activities.The form should be completed by the student’s supervisor or Director of Studies (ARC students), to be informed by a conversation with the student. |
| **How it should be submitted** This form should be uploaded to the student supervisor meeting section on PGR Manager. |
| **Policy**A Return to Study meeting or conversation should be held to support a student back to work following a period of study break. The meeting or conversation should be held as close as possible to the date the student resumes their studies. If the period of study break has been short, a brief Return to Study report is sufficient. |
| **Resources**For advice and support on completing this form please contact the Research Degrees Team on:* +44 (0)1908 653806 or email research-degrees-office@open.ac.uk for directly-supported students
* +44 (0)1908 653806 or email Research-Degrees-ARC@open.ac.uk for ARC students

This form can be downloaded from the Forms and Guidance notes page of the Graduate School Network (GSN) at [Forms and Guidance | Graduate School Network (open.ac.uk)](https://www.open.ac.uk/students/research/forms-and-guidance)The Research Degree Regulations can be found at <https://help.open.ac.uk/documents/policies/research-degree-regulations> The relevant Research Degrees Handbooks are at [Research Degree Handbooks | Graduate School Network (open.ac.uk)](https://www.open.ac.uk/students/research/forms-and-guidance2?field_stage_new_value_1=Handbook) |