

Postgraduate School of Ophthalmology

College Tutor Approval of Study Leave

Please complete this form electronically apart from the signatures which may be wet ink

PERSONAL DETAILS: Email: _____ GMC Registration Number _____

Name: _____ Hospital / Unit _____

Grade and Year of Training: _____ FT/LTFT: _____

Place of Work when study leave will be taken: _____

Start date of rotation: ____/____/____ Finish date of rotation: ____/____/____

DETAILS OF STUDY LEAVE: Category: _____ (***attach programme**) If conference first author: yes/no

Title: _____

Venue: _____ Dates of absence (inclusive): ____/____/____ to ____/____/____

Please complete the table below for each session of your absence and obtain **ALL** relevant clinical supervisor approvals*:

Date of absence		AM/PM	Your commitment for this session	Clinical Supervisor for this session	Authorisation signature from Consultant**	Date of Consultant authorisation
Day	Date (s)					
		AM				
		PM				
		AM				
		PM				
		AM				
		PM				
		AM				
		PM				
		AM				
		PM				
		AM				
		PM				
		AM				
		PM				

* If required by your Local Trust. ** A&E consultant to authorise for casualty sessions. Clinical or Educational Supervisors authorise research, study, audit and admin (RSTA) sessions.

ESTIMATED COSTS:

Travel	Accommodation	Subsistence	Registration	Total

APPROVAL BY COLLEGE TUTOR:

I confirm

	Yes	No	NA
- this study leave request is in keeping with this Trainee's personal development plan	<input type="checkbox"/>	<input type="checkbox"/>	
- this study leave request is in keeping with curriculum requirements	<input type="checkbox"/>	<input type="checkbox"/>	
- this study leave represents 'value for money' or estimated expenses have been adjusted to reflect 'value for money'	<input type="checkbox"/>	<input type="checkbox"/>	
- that the trainee has submitted an abstract or is presenting at the meeting or conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name (Print): _____ Signed _____ Date ____/____/____
(College Tutor)