STUDY LEAVE TEST OF CHANGE

Application process flow chart

SCENARIO 1 | STUDY LEAVE TIME ONLY

Registration Fee Only

Enter the actual number of study leave days required.

↓

TPD reviews and approves or declines the application.

↓

No funding claim is required.

SCENARIO 2 | REGISTRATION FEE ONLY

1 application

Enter the registration fee and actual study days used.

↓

TPD reviews and approves or declines the application.

↓

Submit the registration fee claim.

Programme budget • Counts towards the £600 allocation

SCENARIO 3 | TAS ONLY

1 application

Enter the actual study leave days and eligible travel, accommodation and/or subsistence funding requested.

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TPD reviews and approves or declines the application.

↓

Submit the TAS claim.

Regional non-programme Travel/Accommodation/Subsistence budget • Does not count towards £600

SCENARIO 4 | REGISTRATION FEE AND TAS

2 separate applications for the same event

APPLICATION 1 – REGISTRATION FEE

Enter 0 study leave days → TPD approval → Submit registration fee claim.

Programme budget • Counts towards £600

APPLICATION 2 – TRAVEL / ACCOMMODATION / SUBSISTENCE

Enter actual study leave days → TPD approval → Submit Travel/Accommodation/Subsistence claim.

Regional non-programme Travel/Accommodation/Subsistence budget • Does not count towards £600

KEY REMINDER

Only Scenario 4 requires two applications. If you have already submitted two claims against the same application, please do not make any amendments unless specifically instructed to do so.

Revised process applies to new applications from 1st November 2026.