

STUDY LEAVE APPLICATION PROCESS FOR OVERSEAS COURSES

CHECK WITH TRUST

International study leave is not an entitlement and should only be contemplated by exception. Requests will be considered on a case-by-case basis and budget allowing. Check your Trust application policy BEFORE applying for Overseas Study Leave. Discuss any study leave courses/activities that form part of your PDP with your ES/TPD or HoS in advance of your application. Foundation trainees will require HoS approval.
Please see the Guidance to access the "Overseas Study Leave Application Form"

APPLICATION

All applications for overseas study leave must be made **8 weeks in advance**. Applications received outside of the 8 week requirement will be only considered in very exceptional circumstances only. Retrospective applications will **NOT** be approved. If you pay for a course/activity before the approval and process is complete, and the request is declined, you **will not** be reimbursed for any costs incurred. Submit your application for educational approval and time off for study leave activities via your local Trust process, irrespective of how it is funded. Your Trust study leave office will review the application against the overseas study leave criteria and will approve or reject the application.
Please see the Guidance to view the "Overseas Study Leave Approval Process"

REQUIRED CRITERIA

CRITERIA MET

- Course is not available in the UK or online
- The course is cheaper than in the UK and evidence can be provided
- This course is a requirement of your PDP
- This is not a retrospective claim
- An Overseas Request form has been completed

SUBMIT REQUEST FOR TRUST APPROVAL

CRITERIA NOT MET

- Course is available in the UK or online
- The course is not cheaper than in the UK and evidence cannot be provided
- This course is not a requirement of your PDP
- This is a retrospective claim
- An Overseas Request form has not been completed

REQUEST CANNOT BE SUBMITTED FOR TRUST APPROVAL

CHECK WITH ROTA

Confirm the time off required for the course with your rota co-ordinator (minimum 8 weeks in advance)

TRUST APPROVAL REQUIRED

REJECTED

CHECK APPLICATION

Review application and choose whether to end request here. Check for suitable UK course or amend/provide further details before resubmitting.

APPROVAL TO BE SENT TO NHSE SW

APPROVED BY NHSE SW

NHSE SW will provide an approval reference number, for Trust reimbursement purposes.

BOOK COURSE

Please note: Full course approval **MUST** be obtained before booking and attending a course. For approved overseas study leave applications, NHSE SW will considered funding either the full cost of the course/conference fees or the full cost of economy travel and accommodation, whichever is the lower amount. Accommodation is in alignment with the UK agreed rate.

REIMBURSEMENT

Submit your expense claim to your employing NHS Trust in accordance with your Trust policy. Claims for funding must be no later than 3 months after attending the course. Please provide proof of attendance, all receipts and the NHSE SW approval reference number. Claims for funding without approval will not be reimbursed. Late/retrospective requests will not be reimbursed. Approved payment will be made to the PG DiT via the Trust payroll and reimbursement policy.

NHSE SW APPROVAL REQUIRED

REJECTED

CHECK APPLICATION

If an application for overseas funding is rejected by NHSE SW the trust will inform the PG DiT and the request is declined.

APPEAL

An appeal should only be submitted if a PG DiT believes the process has not been followed fairly and consistently.
Please read the "Appeal Process" Section