

The Graduate School

School Glasgow School of Business and Society

Year 1/10/12 to 30/9/13



Holiday and Absence Record for Full-time Research students

Name A. Student

Annual leave entitlement: 35 days (October 2012 start**); 23 days (February 2013 start); or 12 days (June 2013 start)
 Additionally there are 11 public holidays in the year, that don't need to be recorded here*.

Dates		Holidays	Holidays remaining	Medical /Personal Absence	Research Training/Activity		Location	Student's signature	Supervisor's signature
From: Date leave	To: Date ends	No. of Days	No. of Days	No. of Days	No. of Days	Activity Type	City, country		
25 Dec 2012	2 Jan 2013	3	32				Glasgow, UK		
8 Nov 2012 Thursday	12 Nov 2012 Monday	3	29				London, UK		
3 Jan 2013	30 Jan 2013	21	8				Beijing, China		
1 Apr Monday	5 Apr Friday				5	Conference	Oxford, UK		
8 Apr Monday	17 Apr Wednesday	8	0				Budapest, Hungary		
8 May	17 May			8			Glasgow		
27 June	28 Aug				45	Fieldwork	Xian, China		
5 Sept	27 Sept				17	Research study placement	Paris, France		

* 2012/13 Public holidays: Christmas (25.12.12, 26.12.12); New Year (01.01.13, 02.01.13); Easter (29.03.13, 01.04.13); May Day (06.05.13); Spring Bank Holiday (27.05.13); Fair Monday (15.07.13) ; September Weekend (27.09.13, 30.09.13)

**Glasgow Caledonian University is normally closed for 3 days that are not included in Academic & Research public holiday entitlement, which falls during the Christmas break. These should be deducted from your annual leave entitlement.