**Application for Ordinary Paternity/Partner Leave for Postgraduate Researchers**

**It is the postgraduate researcher’s responsibility to ensure this form is completed and submitted along with other required supporting evidence prior to their leave.**

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| **Surname** |  |
| **Forename** |  |
| **Student number** |  |
| **Name of Scholarship/ Research Council/ Funding source (if applicable)** |  |
| **Faculty** |  |
| **Supervisor(s)** |  |

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| **Eligibility for Swansea University Paternity/Partner Leave Policy for Postgraduate Researchers**  Postgraduate researchers are entitled to up to two weeks of Paternity/Partner Leave if they are:   1. the spouse, partner, or civil partner of the person who will give birth, or 2. the spouse, partner, or civil partner of the main adopter or 3. the spouse, partner, or civil partner of the main adopter fostering a child under the “Fostering for Adoption" scheme or 4. the spouse, partner, or civil partner of the primary intended parent through a surrogacy arrangement; and 5. also have or expect to share responsibility for the child’s upbringing.   If the student is in receipt of funding, paid Paternity/Partner Leave is dependent on:   1. whether the birth/placement of the child falls within the period of the funded award, 2. the terms and conditions of the funder (and visa if applicable) in covering such payments | |
| With respect to the Eligibility criteria listed above, I confirm I would like to apply for **\*paid/unpaid** Paternity/Partner Leave (\*please indicate) | |
| The expected date of birth is…………………………………………………………  *Ordinary Paternity/Partner Leave may be taken within 56 days of the birth/placement.* | |
| I intend to take Ordinary Paternity/Partner Leave for the period from ………………………………..……… to …………….…………………………. (a maximum of 2 weeks leave is allowed to be taken in one block) and undertake to complete my award and submit my thesis upon my return. I understand that the period of Paternity/Partner Leave will be added to the expected submission date of my thesis. If I am entitled to paid Paternity/Partner Leave, the funded period will be extended for one or two weeks (dependent on the length of leave applied for). | |
| I have provided the following evidence to support my application   1. **In the case of births:** A copy of MAT B1, or if the baby has been born, the child's birth certificate 2. **In the case of adoptions**, documentary evidence to show the expected/actual date of placement 3. **In the case of Surrogacy,** the birth parent's MAT B1 form and Parental Order must be within 6 months of the child's birth. | (Please tick) |

**Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A copy of the completed form and supporting evidence should be submitted to your supervisor.**

**FAO supervisors:** Please createan ad hoc meeting on RMS using the title **Paternity/Partner Leave** and upload this form to the meeting event. **It is \*essential\* this meeting title is used for tracking and reporting purposes.** Following this, please inform your faculty PGR Professional Services team of the newly created RMS event for Paternity/Partner Leave, so that administrative process can be completed and payments authorised (if eligible).