**Request for Non-  
Participation: Mandatory Training**

If you wish to request leave for non-participation in an ARIES cohort training event, please complete the following form. Please note that absence will only be approved for exceptional circumstances. You will be asked to detail how you plan to mitigate the missed training.

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **University/ Institute** |  |
| **Department/School/Division** |  |
| **Year of study**  *(for PT PGRs please give equivalent year of FT study)* |  |
| **Date(s) absence requested** |  |
| **Have you previously requested non-participation in an ARIES mandatory event?** | Yes / No (delete where applicable)  If Yes please specify:  Event(s):  Date(s): |
| **Please select reason for request** | Fieldwork  Training workshop  Personal  Conference attendance |
| **Justification for Request**  *if your request is due to conference attendance or training workshop please detail why this particular event and why at this particular time.* | |
|  | |
| **Training to be undertaken to mitigate lost DTP training**  *please detail which training you will undertake (including dates) to mitigate lost DTP training* | |
|  | |
| **Supporting Statement from PhD supervisor**  *Recalling your commitment to support ARIES training events and the attendance of your PGR, please comment on why you have been unable to fulfil this commitment at this time.* | |
|  | |
| **Date** |  |
| **Signature of Student** |  |
| **Signature of Supervisor** |  |

Please email completed application forms to [aries.dtp@uea.ac.uk](mailto:aries.dtp@uea.ac.uk)