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| **Request for Exemption from a Mandatory Northern Bridge Consortium Cohort Event** **This form applies to Northern Bridge Consortium, Northern Bridge, and National Productivity Investment Fund award-holders.** |  |  |

You are expected to attend mandatory cohort events unless you are prevented from doing so by circumstances beyond your control. Exemption must be sought from the NBCDTP Academic Directors. If you wish to request permission to miss a cohort event, please complete the following form, attaching supporting evidence (e.g. confirmation of participation at a conference or a placement, or a medical note), and email it to your institutional NBCDTP administrator at least one calendar month in advance of the first day of the event in question. It is not possible for the Academic Directors to grant exemptions for annual holiday leave.

All sections of this form must be completed, and the form must be typed.

Incomplete and handwritten forms will be returned to the applicant without consideration.

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| **SECTION 1: to be completed by the award-holder** |
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| **PERSONAL DETAILS** |
| Name:  |       |
| Student Number:  |       |
| Funding Source: | Choose an item. |
| Institutional Email Address:  |       |
| Institution:  | Choose an item. |
| School/Department:  |       |
| Primary Supervisor:  |       |
| Primary Supervisor Email Address: |       |
| Name of the Northern Bridge Cohort Event you are requesting exemption from: |       |
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| **Please state the reason you are requesting permission not to attend the above event:***Please attach any supporting evidence that may be relevant.* |
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| **Award-holder Signature:** *Electronic signatures are permitted* |  |
| **Date:** | Click here to enter a date. |
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| **SECTION 2: to be completed by the main supervisor***A member of the supervisory team can complete and sign this section in the absence of the main supervisor.* |
| **Please state the reasons for your support of the above exemption request (max 100 words):** |
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| **SECTION 3: SUBMISSION** |
| Please ensure the following supporting documents accompany your application: |
| **Evidence to support your request:**  | ☐ |
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| **The application should be merged into one complete PDF document in the order stated above and named using the following convention:****Award Holder Surname + Initial\_Host Institution\_Exemption\_Date DDMMYYYY****e.g. SmithJ\_QUB\_Exemption\_30062020****Please e-mail the completed, signed form to the** **NBCDTP Administrator in your host institution:** |
| **Durham University** | northernbridge.admin@durham.ac.uk |
| **Newcastle University** | northernbridge.admin@newcastle.ac.uk |
| **Northumbria University** | researchsupport@northumbria.ac.uk |
| **University of Sunderland** | faci-research@sunderland.ac.uk |
| **Teesside University** | research@tees.ac.uk |
| **Queen’s University Belfast** | northernbridge.admin@qub.ac.uk |
| **Ulster University** | northernbridge.admin@ulster.ac.uk |

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| Last Amended By | Sarah Rylance |