Consent form for postgraduate taught students intending to take a year out of their studies, or complete their dissertation alongside their role during summer 2025

For those students proposing to take a year out from their studies to take up a SU Officer post, candidates’ Director of Studies and Head of Department are required to sign below to confirm that they have discussed their intentions and to confirm their approval.

For Masters students, we can provide flexibility to enable students to complete dissertation writing up alongside taking up the role over the summer months 2025 through the taking of annual leave (by agreement with The SU). If this option is preferred this should still be discussed with the Director of Studies and Head of Department to ensure that this is possible.

Please note that we cannot provide the flexibility required for a student to complete a Practice Track alongside working full time in the Officer role due to the nature of the Practice Track.

Candidates should be aware that their appointment will be subject to approval by their Board of Studies and Senate which will be sought post-election.

**Declaration**

I confirm that [INSERT FULL NAME AND USERNAME OF STUDENT] has spoken to me concerning their intention to take up a SU Officer post during the academic year 2025/26 (9 June 2025 – 19 June 2026) and that I am happy for them to do so.

We have discussed the options and the option agreed by the candidate and the Department/School is that they will:

Complete the dissertation phase in summer 2025, taking annual leave (by agreement with The SU).

Take a year out and complete the dissertation in summer 2026 following completion of the role.

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| --- | --- | --- | --- |
|  | Name | Signature (electronic signature is accepted) | Date |
| Head of Department (or equivalent) |  |  |  |
| Director of Studies (or equivalent) |  |  |  |

Department/School: …………………………………………………………………………………………

This fully completed form should be returned by email to [sureturningofficer@bath.ac.uk](mailto:sureturningofficer@bath.ac.uk) by either the HoD/DoS by **12:00 midday Monday 10 February 2025**. Failure to return the form by this deadline will cause delays and may result in the candidate being withdrawn from the election.