

LEARNING AND TEACHING SUPPORT HANDBOOK**Annex E (2): Co-Parental Leave Request form for Postgraduate Research Students (PGRs)**

Please read the [TQA LTS Handbook, Chapter 25, Annex E1: Co-Parental Leave for Postgraduate Research Students](#) before completing this form.

Students should also familiarise themselves with the [TQA LTS Handbook, Chapter 25: Student Pregnancy and Family Leave Policy](#)

This form is for PGRs in receipt of a stipend from the University of Exeter.

To be eligible for a Co-Parental Leave (CPL) stipend, you must be receiving a stipend at either the due date of the child or the adoption placement date. We will check your funding details on receipt of this form, along with your other information and will follow up with any queries before proceeding.

You will receive an email to confirm the interruption and CPL payment once all the information has been reviewed and confirmed.

Student Details (for student to complete)

Surname:

First name(s):

Student number:

Email address:

Department:

Supervisory Team:

Expected date of birth of your child or expected adoption placement date:

Please attach a copy of the MATB1 or equivalent certificate.

Eligibility (for student to complete)

To be eligible under this policy, the birth parent or primary adopter must be eligible for shared parental leave or co-parental leave under the PGR policy.

Please confirm the basis of **the PGR's eligibility** (tick the one that applies)

- ☐ Birth parent/primary adopter is employed and eligible for adoption/maternity pay
- ☐ Birth parent/primary adopter is self-employed and eligible for adoption/maternity allowance
- ☐ Birth parent/ primary adopter is a PGR eligible for CPL under the PGR policy

Please confirm the basis of **the partner's eligibility** (tick the one that applies)

- ☐ Birth parent/primary adopter is employed and eligible for adoption/maternity pay
- ☐ Birth parent/primary adopter is self-employed and eligible for adoption/maternity allowance
- ☐ Birth parent/ primary adopter is a PGR eligible for CPL under the PGR policy

Arrangements for CPL (student to complete)

1. Birth parent/primary adopter's planned leave:
2. Partner's planned leave:
3. By how many weeks has the birth parent or primary adopter decided to curtail their maternity or adoption pay or maternity allowance:
4. How many weeks CPL are you applying to take (up to a maximum of 26):

Please send the completed form and supporting document to your [PGR Support Team](#).