

## Study Leave – Process for Discretionary Study Leave

A discretionary course is any course which does not appear on the Mandatory or Optional London and KSS study leave lists specific to the school that the trainee's training programme belongs to. All international Courses will be considered for funding via the discretionary process.

There is an approval cap on the level of support for discretionary events of **£1000** per course, which is subject to available HEE funds. For courses in the UK, the £1000 cap includes course costs and any accommodation, travel, and subsistence costs. Accommodation, travel, and subsistence claims must be within our [agreed limits](#).

For courses taking place at an international location, the study budget will fund **50% of the total costs** of an international event, up to an absolute maximum of **£1000**. 'Total costs' refers to course fee, travel, and accommodation expenses. No subsistence expenses can be reimbursed for international courses. Travel and accommodation expenses should be within the [limits specified on our website](#). Please note that the nightly maximum for accommodation at international locations is now **£120**.

All applications to consider discretionary funding must be made **prior** to attending the event or course. No retrospective discretionary claims will be processed.

**1) If a Trainee wishes to apply for a study leave course they must check the [LaKSS Study Leave lists](#) on the PGMDE support portal.**

If the course is on the [LaKSS Study Leave lists](#), then the Trainee should follow the process for mandatory or optional courses specific to their employing trust's procedure, ensuring they quote the relevant course code on their application.

**2) If the course is not on the lists or is international, the Trainee should first discuss with their Educational Supervisor. If agreed to be appropriate, the Trainee should contact their TPD to request approval. If they do not know who their TPD is, they should contact the Specialty School team at HEE for advice.**

**Their request must include the following information:**

- Name of course
- Course location
- Course dates
- Course fees
- Travel/accommodation expenses
- Justification for attending the course, linked to trainee's PDP and learning objectives and confirmation that the trainee has not already received funding for an international event during the current period of training (i.e. Foundation or core or higher training programmes, trainees in run through or dual programmes can apply for international events every 3 years as a maximum)
- Justification for attending a course located outside of London, Kent, Surrey & Sussex.

### 3) The TPD then reviews the trainee's application:

If they decline the request, they will respond to the Trainee informing them why it was not approved. If insufficient or unclear information has been provided, the TPD will request more information from the Trainee before making a decision.

If the TPD approves the request, they will inform the trainee of this and will forward to the Head of School on the trainee's behalf for approval (or, for Dental trainees, to the Associate Dental Dean).

*The expected turnaround for a response from both TPD and HoS is 2 weeks. If you are not receiving a response to your request please submit a ticket on the PGMDE support portal here - [https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form\\_d25](https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_d25)*

### 4) The HoS/Associate Dental Dean then reviews the request:

If they approve, the HoS/ADD will email the studyleave.lase mailbox (with the above details provided by the Trainee).

If they decline the request, the HoS/ADD will inform the Trainee and TPD to provide justification. This step is required to ensure overall requests fit within the available budget.

### 5) Once HoS approval has been received, the Trainee then fills out a short form on the PGMDE support portal with all the details of their course. This form can be accessed using the link below: [https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form\\_d33=true](https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_d33=true)

For international courses, please attach evidence of your course fee/booking receipt, travel and accommodation expenses to your application so that we are able to determine which is the lower amount. Evidence of estimated amounts will not suffice – all evidence must include your name or email address and check in and out dates on the travel & accommodation.

### 6) The Study Leave team reviews the information on the form and assigns an approval number and allocates the approved amount of funding towards the claim.

The Trainee will receive an auto response from the PGMDE support portal once their approval code has been generated. Please ensure you check your spam/junk mail folders to ensure responses from the PGMDE support portal are not misdirected.

### 7) The Trainee applies via Employing Trust local process for Study Leave (or LEO if a London GP/Public Health trainee). Sign off at Trust level via DME.

### 8) The Trainee attends the course/event.

### 9) The Trainee claims reimbursement via Trust/LEO using their approval code, and the Employing Trust pays the trainee via payroll. Note that for international events the trainee should submit a claim for 50% of the total costs of their claim (up to an absolute maximum of £1000). Please note the maximum amount for accommodation available in the [PGMDE support portal FAQs](#).

**10) The Trust includes this course cost in their monthly return to HEE (including the approval number provided by the Study Leave team) to claim reimbursement.**

**11) Should the trainee rotate ahead of attending the course, they can provide the email and respective approval code to their new trust where this will still be honoured subject to their having obtained the relevant agreement to study leave at the new trust and claims being submitted within THREE months of the event.**

*The expected time for the issuing of an aspirational code (including responses from TPD/HoS plus the processing of the application form by the HET team on the PGMDE Support Portal) is 3 weeks. If you are not receiving a response to your request please submit a ticket on the PGMDE support portal here -[https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form\\_d25](https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_d25)*