

Supplementary information for Foundation Trainees applying for Study Leave

Turas applications

[+ Add Applications](#)

Sort by A to Z 

 **Learn**

Access modules, discover new resources and keep track of learning progress.

 **People**

Support the employment of Doctors and Dentists in training.

 **Study Leave**

Study Leave

 **Training Management**

Manage trainee programmes, trainers and education providers.

 **Training Portfolio**

View, record and share learning, reflections and achievements.

When you click on the study leave tile you will see a summary of your expenses and study leave days for the year. You can also apply for study leave by clicking the blue button highlighted.

The screenshot shows the TURAS Study Leave dashboard. At the top, there is a navigation bar with 'TURAS | Study Leave' on the left and 'Dashboard Applications MS' on the right. Below this is a dark blue header with 'Home My Study Leave'. The main content area has a blue banner with 'My study leave'. Underneath, there is a 'Study leave summary' section. A blue button labeled 'Apply for study leave' is highlighted with a green circle. Below the button, the 'Budget period' is '01 April 2022 to 31 March 2023'. A table shows 'Expenses requested' (£1,003,345.00), 'Expenses approved' (£1,820.00), and 'Expenses processed' (£5,280.24). The 'Study leave days period' is '01 August 2022 to 31 July 2023'. Another table shows 'Days pending approval' (0 days), 'Days approved' (10.5 days), 'Days taken' (1.5 days), and 'Days remaining' (19.5 days).

Budget period: 01 April 2022 to 31 March 2023		
Expenses requested	Expenses approved	Expenses processed
£1,003,345.00	£1,820.00	£5,280.24

Study leave days period: 01 August 2022 to 31 July 2023			
Days pending approval	Days approved	Days taken	Days remaining
0 days	10.5 days	1.5 days	19.5 days

On your main study leave page you will also be able to see a summary of any applications you have made and their current status. If you need to withdraw an application you can do so using the Actions button beside the event.

My study leave applications

Search applications

Status

Show entries

Activity title	Start date	Days	Expenses requested	Status	Actions
at Home	08/09/2022	2.0	£275.00	Approved with funding	Actions ▼
23/06/2022 - Example 2	01/09/2022	2.0	£275.00	Approved with funding	Actions ▼
23/06/2022 - Example 1	31/08/2022	1.0	None	Approved without funding	Actions ▼
ALS	31/08/2022	0.0	£350.00	Approved with funding	Actions ▼

If you select Apply for Study Leave you can complete your online application, agree to the declaration and submit. Your application will be automatically sent to your Foundation Programme Director (FPD). When your FPD enters a decision about your application on the system you will receive an email. You can also view the status of applications on your study leave home page

Study leave

Required fields are marked with an asterisk *

Study leave applications must be submitted 6 weeks in advance

Type of study leave activity *
Select activity

Study leave activity provider
Select provider

Start date of leave *
(dd/mm/yyyy)

End date of leave *
(dd/mm/yyyy)

Number of days requested *

Title of study leave activity *

Location of study leave activity *

Programme *

Person giving permission for clinical area *

Designation of person giving permission for clinical area *

Expenses being claimed from NES study leave?
 Yes, claim expenses

Declaration

1. I have sought permission from [name], [designation] to be away from the clinical area and have completed and submitted the appropriate local forms.
2. I shall ensure that my colleagues are fully aware of my absence and that my clinical responsibilities will be covered.
3. I have read the [guidance on study leave](#) and will abide by the conditions laid down in the terms and conditions.
4. I have provided all the information required for the application to be considered in full.
5. I shall submit all relevant receipts within 3 months of the date of the study leave event if this application is approved with expenses.
6. I shall inform the Deanery of any subsequent changes to this application that may result in refundable expenditure.

I agree to the above conditions

Request study leave Close without saving

F2 SIM – you **MUST** apply for this leave via Turas study leave, requesting the amount of £160.00. FPDs will then approve with funding to allow the study leave team to pay the invoice or purchase order directly.

ALS – you **MUST** apply via study leave requesting the course fee. FPDs will approve with funding to allow the study leave team to pay the invoice directly.

Tasters – if you are looking to take a Taster in another speciality you **MUST** request this through study leave app and you **MUST** include Taster Speciality and Location. FPDs will approve without funding. Remember once you have completed your Taster complete to Taster Form in your Portfolio which can linked to FPC13.