

When you enter My Turas, you will see a tile called Training Programme Applications

The screenshot displays the My Turas dashboard interface. At the top left, the text "TURAS | My Turas" is visible. On the top right, there is a notification bell icon, the text "Applications -", and a blue circular profile icon with the letters "CT". Below this is a dark blue navigation bar with the links "Home", "Study leave", and "Personal details". The main content area begins with a greeting: "Hi Core, welcome to My Turas". Below the greeting are two large white tiles. The first tile, titled "Training Programme Applications", is circled in red. It contains the text "View or manage applications for OOP and Study Leave." and an illustration of a person holding a tablet. The second tile is titled "View my personal details" and contains the text "Access your personal details and edit your name, email address, role and more." with an illustration of a person at a laptop. Below these tiles is a section titled "My tools and apps" with a "+ Add applications" link and a "Sort by A to Z" dropdown menu. This section contains four application tiles: "Learn", "People", "Training Management", and "Training Portfolio".

Within Training Programme Applications, you can access the Study Leave App

The image shows a screenshot of a web interface titled "My Training Programme Applications". The interface has a dark blue header with the title in white. Below the header, there are two white panels with blue text. The left panel is titled "Study leave" and contains the text "Submit, view, and manage your study leave applications." The right panel is titled "Out of Programme (OOP)" and contains the text "Submit, view, and manage your OOP applications." A blue arrow points from the bottom right towards the "Study leave" panel.

My Training Programme Applications

Study leave

Submit, view, and manage your study leave applications.

Out of Programme (OOP)

Submit, view, and manage your OOP applications.

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).

Study leave summary			
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 Programme Director. When your Programme Director 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 *

i Study leave applications must be submitted 6 weeks in advance

Type of study leave activity *

Study leave activity 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

If an application is approved with funding on your home page, click actions & view application. This will open the screen displayed opposite. To make a claim for expenses click on the link under Actions, highlighted on the image.

View study leave application

✔ Study leave application approved with funding: exam test. Approved amount is £100.00

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Application summary

Title of study leave activity	Start date of leave	End date of leave	Estimated expenses	Approved expenses
exam test	22/06/2022	22/06/2022	£100.00	£100.00

Study leave application

Application number
SL200015

Date submitted
22/06/2022

Application details

Type of study leave activity
Course Conference Meeting Attendance

Study leave activity provider
NHS

Start date of leave
22/06/2022

End date of leave

Actions

[£ Claim expenses](#)

Clicking on the *Claim Expenses* link will open the online claim form. You should complete all details requested. You will need to upload scanned or photographed images of your original receipts to support your expenses claim. You should also retain your original receipts for a period of three years as these may be requested for audit purposes. To enable payment directly to your bank you will be asked for your account number and sort code. These details are not visible to our study leave administration team. They are stored in a secure finance system and deleted once your payment has been made. For this reason, you will need to re-enter your bank details each time you make a claim.

Claim study leave expenses

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Application summary

[View application details](#)

Title of study leave activity	Start date of leave	End date of leave	Estimated expenses	Approved expenses
exam test	22/06/2022	22/06/2022	£100.00	£100.00

Study leave expenses

Required fields are marked with an asterisk *

i Expenses must be claimed within 3 months of the end date of the approved study leave event.

My details

[Edit my details](#)

i Check your details are up to date. If any information is incorrect edit your details before continuing with this claim.

Name
Mel.Studyleavetraineeuat

Email address
melstudyleavetraineeuat@example.com

GMC/GDC number

There may be occasions where you want to submit more than one expenses claim against a study leave activity. If you select view application from the list on your study leave homepage the screen opposite will appear. You will see under *Actions* there is an option to *claim more expenses* – clicking this will open a new expenses claim form. You can also view claims that have already been submitted and approved.

View study leave application

✓ Study leave application approved with funding: exam test. Approved amount is £220.00

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Application summary

Title of study leave activity	Start date of leave	End date of leave	Estimated expenses	Approved expenses
exam test	01/08/2022	03/08/2022	£220.00	£220.00

Study leave application

Application number
SL200014

Date submitted
22/06/2022

Application details

Type of study leave activity
Course Conference Meeting Attendance

Study leave activity provider
Royal College

Start date of leave
01/08/2022

Actions

- [£ Claim more expenses](#)
- [£ View approved claim - £220.00 \(22/06/2022\)](#)

Feedback

We hope you will find the new study leave application easy to use and will appreciate the opportunity to receive reimbursement directly to your bank account. If you experience any technical difficulties with the app, please contact the Turas helpdesk.

The Deanery welcomes any feedback about how we can further improve the study leave app. If you wish to share your views, please email Study.Leave@nes.scot.nhs.uk