

Dear all,

In line with new national guidance, there have been some changes to the policy on international study leave events.

From **7<sup>th</sup> August 2019**, trainees will be able to apply for approval to attend **one** international event during any one programme, which is defined as Foundation, Core or Higher training. For those trainees on run-through programmes there is a limit to one international event every three years.

Applications to consider attendance at international study courses/conferences will only be considered in very exceptional circumstances. Such circumstances include:

- for the presentation of significant research findings from within an NIHR recognised academic clinical fellowship or clinical lectureship;
- for the presentation of research undertaken as part of a clinical training programme;
- where the training course is not available in the UK;
- where the course or activity is part of the college curriculum or guidelines on required training;
- where the course is set out as a mandatory requirement of college training to reach the required qualification to practice.

For international study leave requests where the individual will be presenting, such applications should take priority. Trainees should not commit to the costs of international events until approval has been received.

Trainees must apply for international events through established aspirational processes. Any contribution to funding of such leave will need the prior written approval of the HEE local Postgraduate Dean achieved via the aspirational process.

Trainees should expect to make a contribution to the event based on the guidance below. The level of support provided towards international events will be determined based on remaining budgets.

For approved international study leave applications, HEE will consider funding **either** the full cost of the course/conference fee **OR** the full cost of economy travel and accommodation. The lower amount of the course or travel (including accommodation) will be paid. The overnight rate should not exceed **£150** (or local currency equivalent) per night. HEE do not pay subsistence costs.

Please note that for overnight accommodation for UK-based events where it has been demonstrated that travel on the day is not possible, there is a limit of **£120** per night.

All study leave claims should be submitted to trusts within **3 months** of the date of the event.

Kind regards,

Study Leave Team

**Healthcare Education Team, London and Kent, Surrey and Sussex**

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