

**APPLICATION FOR LEAVE TO TAKE UP A SUMMER INTERN POSITION**

Please complete all parts of this form, get your supervisor’s statement of support and return it to Sarah Retz-Jones for DGS approval. Requests must be submitted well in advance of the internship.

**1. Student Details**

Name..... College.....

Research Group..... Supervisor.....

How are you funded.....

Date started DPhil.....Thesis submission date .....

You are required to apply to suspend status to take up this internship although this can be done retrospectively after the internship. Failure to suspend means that an extension is unlikely to be approved if you are unable to submit on time.

By signing this form you are confirming that any contract you are required to sign has been approved by the Department. Please discuss this with the Department Administrator, Room 140.

Signed..... Date.....

**2. Details of Summer Internship**

Employer / Supervisor.....

Address.....

Dates of Internship.....

Nature of work .....

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Will the outcome be incorporated into the student’s thesis: Yes/No/Don’t know yet

**3. Supporting case by supervisor. Please indicate how relevant this internship is to the DPhil. please continue on separate sheet if necessary or email [sarah.retz-jones@cs.ox.ac.uk](mailto:sarah.retz-jones@cs.ox.ac.uk)**

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DGS Approval.....Date.....