

GRADUATE RESEARCH SCHOOL – HIGHER DEGREE RESEARCH

HDR LEAVE OF ABSENCE APPLICATION

Application Deadlines – 31st March for Autumn Session and 31st August for Spring Session

1. Applications will only be considered if there are medical, compassionate or other acceptable reasons.
2. Applications must be supported by appropriate documentary evidence (eg. medical certificate).
3. Applicants are eligible to apply for leave of absence at the beginning of the second session of enrolment.
4. International students must abide by their VISA regulations regarding leave.
5. Overtime students returning to study after a LOA cannot submit their thesis until after the census date for that session. This is to ensure equity between overtime students that maintain their enrolment and those that take LOA.

| PERSONAL DETAILS | | | | | | | | |
|--|--|--------------------------|-------------|------------|--------------------------|-------------|--------------------------|--------------------------|
| Name | | | | Student no | | | | |
| Email | | | Supervisor | | | | | |
| Faculty | | | School | | | | | |
| Year | | | Session | Autumn | <input type="checkbox"/> | Spring | <input type="checkbox"/> | |
| Trimester 1 | | <input type="checkbox"/> | Trimester 2 | | <input type="checkbox"/> | Trimester 3 | | <input type="checkbox"/> |
| Have you taken a previous leave of absence? | | | | | | | | |
| If yes, provide session details | | | | | | | | |
| REASON FOR REQUEST/SUPPORTING INFORMATION | | | | | | | | |
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| Continue over page if necessary..... | | | | | | | | |
| APPROVAL | | | | | | | | |
| Student signature | | | | | | | | |
| HPS signature | | | | | | | | |
| Supervisor signature | | | | | | | | |
| For international students only- revised expected course end date. <i>This must be provided.</i> | | | | | | | | |

| REASON FOR REQUEST/SUPPORTING INFORMATION...cont'd |
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