

In compliance with the RTS guidelines, it is not possible to make retrospective changes to candidature details across the reporting dates of 30 June and 31 December.

APPLICATION FOR LEAVE OF ABSENCE AND/OR STUDY LEAVE

Please read the instructions on the reverse side before you complete this form.

(*Delete where appropriate)

Student's Name: _____ ID No: _____

School/Discipline: _____ Program: _____

E-mail address: _____

I am scholarship holder YES NO I am an International Student YES NO ASI IPRS CSC

1. Leave Of Absence#

If the application is for leave of absence beyond the maximum entitlement, it must be accompanied by detailed supporting documentation from the Head of School or Discipline and Principal Supervisor. Such applications are considered only if there are exceptional circumstances beyond the student's control. Reasons for the extension must be documented in detail by the applicant and supported by the School/Discipline.

** Students are entitled to 4 weeks of Recreation leave per year. (An application form is not required for Recreation Leave unless you are a China Scholarship Council Student going overseas). Leave of Absence for Leisure is leave in excess of the 4 week entitlement.

***As applications by international students for leave of absence may have implications for compliance with student visa conditions all such applications will be referred to the International Student Centre for authorisation before approval by the Graduate Centre. Please contact the International Student Centre if you have questions about visa implications.

I apply for *a period of leave of absence/*to continue my leave of absence/*for a further period of leave of absence from ____ / ____ / ____ to ____ / ____ / ____.

Type of Leave † Sick Leave † Maternity Leave Leisure ** † Other † CSC Overseas recreation leave

† I enclose a statement stating the reasons for my application and attach supporting medical documentation where appropriate.

2. Study Leave# (includes associated leisure time)

If the student has not completed the CCSP or the application is for study leave beyond the maximum entitlement, it must be accompanied by detailed supporting documentation from the Head of School or Discipline and Principal Supervisor. Please note that the "Notification of Return from Leave of Absence" form is NOT required in cases of study leave.

I apply for a period of study leave from ____ / ____ / ____ to ____ / ____ / ____ and my destination (s) will be _____
 _____ from ____ / ____ / ____ to ____ / ____ / ____ purpose¹ _____
 _____ from ____ / ____ / ____ to ____ / ____ / ____ purpose¹ _____
 _____ from ____ / ____ / ____ to ____ / ____ / ____ purpose¹ _____

¹Please indicate the purpose of your study leave:

Leisure time/ Conference/ Conduct Research/ University Business/ Other (Stipulate nature of purpose)

Have you completed the Core Component of the Structured Program and lodged the form with the Graduate Centre? YES NO

If "NO", you must attach a supporting statement from your School/Discipline.

(If space is insufficient, please provide the above details on a separate sheet of paper and attach to this form)

Certification by Student

 Student's Signature _____ Date _____

Endorsement by Principal Supervisor and *Head of School or Discipline/*Postgraduate Coordinator

 Principal Supervisor _____ *Head of School or Discipline/*Postgraduate Coordinator
 Date: _____ Date: _____

For Office Use Only

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Approved as specified above. In the case of leave of absence: New expiry date of your candidature is _____ New expiry date of your RTS (HECS exemption) is _____ New expiry date of your scholarship is _____ Date: _____ | Comments: |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

IMPORTANT

A period of leave of absence is the period of time-off from study for reasons other than study (eg. medical, financial or personal reasons). A continuation of leave of absence is the period of leave of absence which follows straight on from another. A period of further leave of absence is another period of leave of absence, separate from the previous period(s).

Please note that both leave of absence and study leave should be applied for in advance of the expected start date.

Scholarship holders who do not lodge leave of absence applications in advance of the expected start date cannot assume that scholarship payments will be able to be stopped in time to prevent overpayment of scholarships.

Students cannot assume that lodgement of an application constitutes approval.

If the application is for leave of absence beyond the maximum entitlement, it must be accompanied by detailed supporting documentation from the Head of School or Discipline and Principal Supervisor. In the case of study leave, the application must be accompanied by detailed supporting documentation from the Head of School or Discipline and Principal Supervisor if the student has not completed the CCSP or if the application is for study leave beyond the maximum entitlement.

For students who commenced prior to 1 September 2000

The total period of leave of absence that can be approved for those students who commenced candidature prior to 1 September 2000 is normally twenty-four months.

For students who commenced on or after 1 September 2000

The total period of leave of absence that can be approved for those students who commenced candidature on or after 1 September 2000 is normally twelve months, in compliance with the RTS guidelines.

Leave of absence for an accumulated period greater than the maximum period will only be considered when there are exceptional circumstances beyond the student's control. These applications must be accompanied by detailed supporting documentation from the Head of School or Discipline and Principal Supervisor.

On return from Leave of Absence

On your return from Leave of Absence you are required to notify the University of your return to study. You must complete the "Return from Leave of Absence" form and return it to the Graduate Centre immediately upon your return. Failure to complete and return this form will result in the suspension of your candidature and/or scholarship and may eventually result in the cancellation of your RTS place.

Sick or Maternity Leave

Medical documentation must be provided in order for this application to be approved.

Paid leave is limited to a maximum of 90 days and subject to the conditions of award.

Study Leave

For periods of study leave of one week or less, a Study Leave application is not required; however it is the responsibility of the School/Discipline to maintain accurate records of the date(s), purposes(s) and destination(s) of such periods in the local area for insurance purposes.

If a student intends to proceed with fieldwork, research or study outside of the University for a specified period of time, not normally exceeding twelve months in total, a formal application for study leave on this form is required. The leave must be applied for well in advance of the departure date. The student must normally have completed the Core Component of the Structured Program (CCSP) before he or she will be eligible to apply for study leave. If the student has not completed the CCSP the application must be accompanied by a supporting statement from the student's Head of School or Discipline and Principal Supervisor. Study leave applications of students who have not completed the CCSP will be forwarded to the relevant Faculty Higher Degrees Committee for consideration.

Prior to taking leave, please ensure your forwarding address details are updated on Access Adelaide or notify the Graduate Centre. If a proxy is required to act on your behalf for University business, please notify the Graduate Centre in writing.

Please note that the "Notification of Return from Leave of Absence" form is NOT required in cases of study leave.

Postgraduate Insurance for Travel

All bona fide postgraduate research students are insured by the University for travel for the purpose of University business and some associated leisure time. To be eligible for

insurance for the entire period of leave, the 'associated leisure time' must comprise less than 50% of the time away, up to a maximum of four weeks. If you are taking recreational leave in association with leave for research purposes, this period must be specified. If the associated leisure time exceeds 50% of your time away or four weeks, you will need to make your own arrangements for insurance for the entire travel period. Standard cover is up to 180 days. Cover beyond this period will require an additional premium to be negotiated on a case-by-case basis. Please contact the University Insurance Officer on 8303 5804 for further details. For any period(s) of study leave it is necessary to record the start and finish dates of the periods of associated leave and University business and the purpose of the leave (conference, research, visiting laboratories, etc.).

Approved overseas travel must be logged by the Adelaide Graduate Centre and reported to the Finance Branch of the University before the Insurance Cover will apply.

For information about the policy details and coverage, please contact the Adelaide University Postgraduate Students' Association on 8303 5898.

Scholarship holders should refer to the conditions of their awards.

International Students

Leave of absence for international students can only be granted in exceptional medical or compassionate circumstances and for a maximum of six months. A leave of absence of greater than 28 days has implications for student visas. Before applying for any amendments to candidature including leave of absence you should seek advice from the International Student Liaison Officer regarding any resultant changes to your fees and/or visa requirements. Applications by international students require authorisation (for tuition and visa matters) by the International Student Centre and approval by the Graduate Centre before they can be processed.

Lodgement of Application

An application for study leave must be made well in advance of the period concerned and must be lodged with the Graduate Centre, Level 6, 115 Grenfell Street. To avoid any unnecessary fee/visa complications students are advised not to proceed with the study leave until formal approval has been obtained.

Enquiries: Tel: 08 8303 5882 E-mail: graduatecentre@adelaide.edu.au