



# Application for Leave of Absence For International Research Students

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

## Guidelines

### 1. Leave Of Absence - for International Students

Students are expected to work full-time on their thesis for 48 weeks per year. The remaining four weeks should be taken as recreation leave. Students can apply for a Leave of Absence if they are unable to continue their studies because of compassionate or compelling circumstances which are beyond their control.

It is important to note that:

- Supporting documentation must be provided for a Leave of Absence. The document(s) need to be from an independent source or authority, and clearly indicate the duration that the student is unfit to study; Compassionate and Compelling circumstances and the required documentation that is required for approval can be found here: <https://international.adelaide.edu.au/life-on-campus/changing-your-study-arrangements/compassionate-and-compelling-circumstances>
- Students may apply for an accumulated maximum of 12 months of Leave of Absence within their candidature;
- In exceptional circumstances, an application for leave in excess of the 12 month limit may be submitted. Such an application must be accompanied by detailed supporting documentation from your Head of School or Discipline and Principal Supervisor;
- Students should apply for leave at least 10 working days in advance; 15 working days in advance is required for scholarship holders;
- Applications for retrospective leave, eg sick leave, must be submitted as soon as possible after the leave commences and within 3 weeks of the date of commencement due to mandatory government reporting requirements. If you are unable to submit your leave application within this timeframe, please discuss your situation with International Student Support as a matter of urgency.
- Submission of a leave application does not constitute approval, the Adelaide Graduate Research School will notify you of the outcome of your application;
- Periods of approved Leave of Absence will normally extend your candidature expiry date and milestone due dates by the number of days of leave taken (China Scholarship Council supported students are exempted);
- Scholarship holders do not normally receive payment during any period(s) of Leave of Absence. However, some awards contain provision for paid leave in particular circumstances e.g. sick leave or parental leave. Paid leave is subject to the conditions of the award and requires supporting documentation to be supplied, for example a medical certificate(s) covering the duration of the leave;
- Where scholarship holders do not provide sufficient notice of their intended leave, it may not be possible to stop the scholarship in time to avoid an overpayment. In this event, overpaid funds will be recovered by the Adelaide Graduate Research School in full on your return from leave;
- Your leave application may have implications on your student visa (and sponsorship, if applicable) and hence will require authorisation by International Student Support before it can be processed. If your total Leave of Absence has exceeded or will exceed 28 calendar days in the current calendar year, it will be reported to the Department of Home Affairs. You are encouraged to discuss your application with International Student Support prior to lodging it with the Adelaide Graduate Research School;
- To extend your leave of absence, you must apply for an extension at least one week prior to your originally approved date of return and you must attach supporting documentation to cover the extended duration;
- Students are neither eligible, nor insured, to access University facilities (e.g. laboratories, ICT resources, Library) and research supervision during periods of Leave of Absence;
- During any periods of Leave of Absence, you must ensure that your contact details are kept up to date in MyAdelaide and that you continue to read emails sent to your University email address.
- If you will be travelling overseas, please supply your location and phone contact details so that you can be contacted in the event of an emergency e.g. natural disaster.

- Except in exceptional circumstances, candidates may not take leave:
  - o during the three months immediately prior to their candidature expiry date, or
  - o during an extension of candidature, or
  - o during a candidature reactivated for the purposes of revising and resubmitting a thesis for re-examination.

## **2. Travel Insurance**

If you plan to combine Leave of Absence or recreation leave with study leave from the University, for example to attend an overseas conference and spend some additional time travelling, you may be eligible for free travel insurance. HDR students are insured by the University for travel for the purpose of University business and some recreation leave where the recreation time comprises less than 50% of the time away and is for a maximum of four weeks. Please contact the University Insurance Officer on 8313 9080 for further details.

## **3. Return from Leave of Absence**

On return from Leave of Absence you must notify the Adelaide Graduate Research School so that your enrolment and any scholarship payments can be reactivated. To do this, please submit a completed "Return from Leave of Absence" form to the Adelaide Graduate Research School as soon as possible and by no later than 2 weeks after your expected return date. It is important to note that failure to complete and return this form will result in the suspension of your candidature and where applicable, your scholarship and student visa.

# Application for Leave of Absence for International Research Students

## Personal Details:

Student ID	
Student Name	
School/Discipline	
Program	
I am a scholarship holder	<input type="radio"/> Yes <input type="radio"/> No
Name of scholarship	
Scholarship provider (e.g. CSC)	
I am an international student	<input type="radio"/> Yes <input type="radio"/> No (if no, please complete the domestic application form)
Citizenship	

## 1. Leave Of Absence - International Students

I wish to apply for a Leave of Absence from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (inclusive)

Are you currently on Leave of Absence and wish to extend the leave?  Yes  No

Type of leave:

- Sick Leave  
 Leave for other compassionate /compelling reasons please specify:

If this Leave of Absence application is approved, will you have taken more than 12 months of leave during your candidature?

Yes  No

If yes, the application **must** be accompanied by detailed supporting documentation from your Head of School or Discipline and Principal Supervisor.

If you will be travelling overseas during the proposed Leave of Absence, please provide your contact details (attach additional pages if required):

DATE		LOCATION/ PLACE	CITY	COUNTRY	TELEPHONE (inc. country & area codes)
From	To				

## Certification by Student

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Signature here

\_\_\_\_\_  
Date

## Endorsement by Principal Supervisor/Postgraduate Coordinator

\_\_\_\_\_  
Principal Supervisor/Postgraduate Coordinator Name

\_\_\_\_\_  
Signature here

\_\_\_\_\_  
Date

<b>Office Use Only</b>	<b>Date:</b> _____
Approved as specified above. In the case of leave of absence: New expiry date of your candidature: _____ New expiry date of your RTP (HECS exemption) is _____ New expiry date of your scholarship is: _____	Comments:

[www.adelaide.edu.au/graduate-research](http://www.adelaide.edu.au/graduate-research)

### Further Information

**Ph:** (08) 8313 5882

**Email:** [graduate.research@adelaide.edu.au](mailto:graduate.research@adelaide.edu.au)

**Web:** [www.adelaide.edu.au/graduate-research](http://www.adelaide.edu.au/graduate-research)