

Return the completed form to the

**Adelaide Graduate Centre**  
Level 2, Schulz Building  
The University of Adelaide  
SA 5005  
AUSTRALIA



**THE UNIVERSITY**  
*of* **ADELAIDE**

# Guidelines for Study Leave Applications

## Study Leave

A Study Leave application is required if you wish to undertake research related activities such as fieldwork, conference attendance or working with collaborators away from the University for a period(s) of time not normally exceeding 12 months in total.

It is important to note that:

### All Students

- Before applying for Study Leave, you must normally have completed the Core Component of the Structured Program and have the support of your School for the proposed study activities. If you have not completed the CCSP, your application must contain a supporting statement from your Head of School or Discipline and Principal Supervisor. Study Leave applications from students who have not completed the CCSP will be forwarded to the relevant Faculty Higher Degrees Committee for consideration.
- Students should apply for Study Leave at least 10 working days in advance; 15 working days in advance is required for international students;
- For periods of Study Leave of one week or less, a Study Leave application is not normally 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.
- Submission of a Study Leave application does not constitute approval, the Graduate Centre will notify you of the outcome of your application;
- Period(s) of approved Study Leave will not extend your candidature/scholarship expiry date(s) and milestone due dates;
- Scholarship holders will continue to receive payment during any period(s) of approved Study Leave;
- To extend your Study Leave, you must apply for an extension at least one week prior to your originally approved date of return;
- During any periods of Study Leave, you must ensure that your contact details are kept up to date in Access Adelaide and that you continue to read emails sent to your University email address.
- If you will be travelling overseas or interstate, please supply your location & phone contact details.
- If you wish to take Leave of Absence prior to or following a period of Study Leave, you must lodge a Study Leave and a Leave of Absence application.
- As you remain enrolled in your research program for the duration of the Study Leave, notification of your return from Study Leave is not required.

## Students and Travel

### Global Learning Travel Grant to Promote International Education

All overseas travel for research purposes (for which you have an approved study leave application from the Graduate Centre) are required to register in the Global Learning Application System (GLAS) prior to departure: <http://studyabroad.adelaide.edu.au/?go=Research>. In return, Global Learning will provide a \$500 Global Learning Travel Grant (conditions apply). The travel grant is designed to help fund and support students undertaking international education as part of their degree.

Further information is available from the Global Learning Office: <https://www.adelaide.edu.au/global-learning/contact/>

### Travel Safety and High Risk Travel

The University has partnered with International SOS to offer students medical, safety and security advice, referrals and emotional support when travelling or living abroad.

Once you have registered your trip via the instructions in the Global Learning Application System (GLAS), International SOS will send you a welcome letter with further information. The advisories include important health & safety information. You will also be registered for email alerts specific to your destination/s.

The University has a robust travel safety system in place for all business and study travel which is informed by the Department of Foreign Affairs and Trade (DFAT).

Special authorisation is required from the Vice-Chancellor and President for any proposed study leave which will involve travel to a high risk destination for which the DFAT travel advice is 'reconsider your need to travel' (level 3 alert) or 'do not travel' (level 4 alert). This process assists the University to monitor, manage and, where appropriate, control travel to areas with increased safety risks. The current travel alert levels are available on DFAT's 'Smart Traveller' web site at: [www.smartraveller.gov.au/](http://www.smartraveller.gov.au/). These are regularly updated and it is important that you check the site and before submitting your study leave application. Where your planned study will involve travel to a high risk destination (DFAT level 3 or 4 alert), you must additionally complete a 'Request for travel to a high risk destination' form and obtain approval by the University's Vice-Chancellor and President before the travel occurs.

In accordance with the University's travel and entertainment policy, all travel for study/ business purposes should be arranged through the University's preferred travel provider (Campus Travel). Further information is available at: <http://www.adelaide.edu.au/finance/travel/> and <http://www.adelaide.edu.au/policies/2723/>

The University highly recommends that you register your travel plans with DFAT at the Smart Traveller website: [www.smartraveller.gov.au/](http://www.smartraveller.gov.au/)

## Travel Insurance

The University purchases travel insurance for all staff and students travelling interstate or overseas on approved University travel. In general, duration of travel covered is 180 days, however where a period of travel is greater, arrangements for a different category of travel insurance can be made by contacting Legal & Risk. This will incur additional cost.

Where travel is booked through the preferred travel supplier, the traveller can access the services of Customer Care to assist in the management of travel safety. Customer Care provide:

- Updates on health and security situations across the globe
- Email advice to travellers including the immunisations required prior to travel, local customs and laws
- An online tool that enables the University (Health, Safety & Wellbeing) to quickly determine the location and contact details of University travellers

Please note: Customer Care is not the University's insurance provider. Travellers needing emergency assistance (as opposed to travel advice) should contact ACE Emergency Assistance reverse charges on +61 2 8907 5995.

For further information and advice, refer to: [www.adelaide.edu.au/legalandrisk/insurance/travel/](http://www.adelaide.edu.au/legalandrisk/insurance/travel/)

## International Students Only

- The University is required to abide by both The United Nations Sanctions (Regulation 2008) as well as the Australian Autonomous Sanctions Regulation 2011. Accordingly, please note that if you are a [Citizen of a sanctioned country](#), detailed plans of your proposed Study Leave must be forwarded to DFAT for consideration. In this event, notification of the decision on your Study Leave application may be delayed. The Graduate Centre may contact your principal supervisor for further details of your proposed off-site research activity.
- If you are a Citizen of a sanctioned country, an application for Study Leave must always be submitted, even if the planned Study Leave activity is for less than one week.

# Application for Study Leave

Please read the Study Leave guidelines before completing this form.

## Student details

Student Name	
Student ID	
School/Discipline	
Program	
E-mail	
I am a Scholarship holder	<input type="radio"/> Yes <input type="radio"/> No
Scholarship Title	
Scholarship Provider (e.g. CSC)	
I am an International Student	<input type="radio"/> Yes <input type="radio"/> No
Citizenship	

## Study Leave

Please provide details of the proposed research activity (including any periodic visits to location(s)/place(s) outside of the primary location.)

I apply for a total period of Study Leave from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Have you completed the CCSP and lodged the form with the Adelaide Graduate Centre?

Yes  No

I will primarily be located at:

Location/Place	City	Country	Telephone (inc country & area code)

I will also attend the follow location(s) or places(s) during the proposed period of Study Leave:

Date From/To	Location/Place	City	Country	Telephone(inc country & area code)

Outline the work/activity that will be undertaken during the above period and how it relates to your overall research program:

Will you be conducting this research in collaboration with another organisation/institution?

- Yes                       No

If 'Yes', please name the organisation/institution:

If 'Yes', please provide details of your proposed supervisor at the other organisation/institution (include email address)

Note: you must also submit a 'Change of Supervisor Details' form with this application.

## Certification by Student

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

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

\_\_\_\_\_   
 Date

## School Support for Study Leave

Where the applicant has not completed the Core Component of the Structured Program, please provide a supporting statement for the consideration of the Dean of Graduate Studies (attach additional page(s) if required).

## Endorsement by Principal Supervisor

The School supports this Study Leave application and certifies that:

- the research/activity is relevant to the degree;
- the research/activity is consistent with the timeframe for timely degree completion;
- all requirements in relation to visas, travel, medical insurance, risk assessment and OH&S have been considered/approved;
- the research/activity will not involve travel in, or to, regions or destinations that are subject to warnings against travel by the Department for Foreign Affairs and Trade, the World Health Organisation, or any similar agency or organisation without appropriate approval: <http://www.adelaide.edu.au/finance/travel/staff/>;
- the student is aware they must log international travel in the Global Learning Application System (GLAS) prior to departure (see Study Leave Guidelines);
- where the CCSP has not been completed, a separate statement in support of the Study Leave application has been attached;
- where applicable, ethics approval is required for this research and has been obtained (please attach the project's final letter of approval);
- where applicable, approval from the host institution for the visit has been received;
- where applicable, a Change of Supervisor Details form has been completed for the appointment of a supervisor from the host institution;

\_\_\_\_\_  
Principal Supervisor Name

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

\_\_\_\_\_  
Date

## Student from a Sanctioned Country?

Yes

No

Where the student is from a sanctioned country, the endorsement of the Postgraduate Coordinator and the Dean of Graduate Studies is required in addition to that of the Principal Supervisor.

\_\_\_\_\_  
Postgraduate Coordinator Name

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

\_\_\_\_\_  
Date

## Dean of Graduate Studies Approval (if student from a Sanctioned Country only)

\_\_\_\_\_  
Dean of Graduate Studies

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

\_\_\_\_\_  
Date

## Adelaide Graduate Centre Approval

\_\_\_\_\_  
Name/Initials of Officer

\_\_\_\_\_  
Signature/stamp here

\_\_\_\_\_  
Date

[www.adelaide.edu.au/graduatecentre](http://www.adelaide.edu.au/graduatecentre)

### Further Information

Ph: (08) 8313 5882

Fax: (08) 8313 5725

Email: [graduatecentre@adelaide.edu.au](mailto:graduatecentre@adelaide.edu.au)