

Return the completed form to the

Adelaide Graduate Centre

graduate.centre@adelaide.edu.au



THE UNIVERSITY
of ADELAIDE

Application for Leave of Absence for Domestic 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

A Leave of Absence application is required when you wish to take time-off from study for personal reasons in excess of or in addition to your 4 week annual leave entitlement.

It is important to note that:

- 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;
- Submission of a leave application does not constitute approval, the Graduate Centre will notify you of the outcome of your application;
- Period(s) of approved Leave of Absence will extend your candidature expiry date and milestone due dates by the number of days of leave taken;
- 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, maternity leave and jury 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 or evidence from the Sheriff's Office detailing the days of jury service completed;
- 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 Graduate Centre in full on your return from leave;
- To extend your leave of absence, you must apply for an extension at least one week prior to your originally approved date of return;
- Students are neither eligible, nor insured, to access University facilities (e.g. laboratories, ICT resources, Library) and research supervision during period(s) of Leave of Absence;
- During any periods of Leave of Absence, you must ensure that your contact details are kept up to date in Access Adelaide and that you continue to read email sent to your University email address.
- For students who commenced from **01/01/2015 ONLY** - Except in exceptional circumstances, candidates may not take leave:
 - during the twelve months immediately prior to their candidature expiry date, or
 - during an extension of candidature, or
 - during a candidature reactivated for the purposes of revising and resubmitting a thesis for re-examination

3. 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 5804 for further details.

4. Return from Leave of Absence

On return from Leave of Absence you must notify the Graduate Centre 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 Centre 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.

www.adelaide.edu.au/graduatecentre

Further Information

Ph: (08) 8313 5882

Email: graduatecentre@adelaide.edu.au

Web: www.adelaide.edu.au/graduatecentre

Application for Leave of Absence for Domestic 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	
I am an international student	<input type="radio"/> Yes (if yes please complete the international student application form) <input type="radio"/> No

1. Leave Of Absence

Complete this section if you are a domestic student seeking Leave of Absence which is in addition to your 4 week annual leave entitlement.

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: Leisure Sick Leave Maternity Leave

Other please specify _____

Jury Leave * _____ Number of trial days completed

*You must provide evidence of the number of days of Jury Duty (trial days) completed during your term of service, together with details of all payments received.

Your candidature/ scholarship expiry dates will be adjusted by the number of trial days plus 5 to a maximum of 4 weeks; the 5 days represent an allowance for daily attendance for duty.

Scholarship payments will continue uninterrupted during Jury Leave, however, all juror fees received must be reimbursed to the University.

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

Yes No

Certification by Student

Student name

Signature here

Date

Endorsement by Principal Supervisor/Postgraduate Coordinator

Principal Supervisor/ Postgraduate Coordinator name

Sign here

Date

Office Use Only

Date: _____

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:

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