

Application for Leave of Absence

Higher Degree by Research Students



Important Note for International Students studying in Australia: International Onshore Students cannot take Leave of Absence except under compassionate or compelling circumstances/grounds/reasons (e.g. illness and bereavement) because, under the Education Services for Overseas Students (ESOS) Act 2000, student visas cannot be maintained if students are not studying. If Leave of Absence is approved, enrolment may only be suspended for a period of one to six months in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Please see reverse side for Part 5, Rules and Conditions, before completing this form.

Privacy Statement: At Curtin University of Technology, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does is "personal information". For details of how the University will use, disclose and protect your personal information please refer to <http://about.curtin.edu.au/privacy.cfm>.

Student Details

Student ID	<input type="text"/>	Title	Mr	Ms	Other _____
Family Name	<input type="text"/>	Given Name	<input type="text"/>		
Address for Correspondence	<input type="text"/>				
Home Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email Address	<input type="text"/>				
Course Title	<input type="text"/>	Course Code	<input type="text"/>		
Enrolling Area	<input type="text"/>	Faculty	<input type="text"/>		

Part 1: Student must complete this section

1. Are you studying in Australia on a student visa? YES (Go to next question) NO (Go to Part 2)
2. If you believe you have compassionate or compelling circumstances/grounds/reasons* for leave (e.g. illness or bereavement) you must provide the Student Advisor - International Student Visas (SA ISV) Officer within the Student Service Centre in Building 101 with documentation to support your request. If the request for leave is in accordance with the ESOS Act's National Code of Practice, Standard 13, the SA ISV Officer will sign below.

Name of SA ISV Officer: _____ (Please print)

Signature: _____ Date: _____

Once signed by the SA ISV Officer, please go to Part 2.

*If your request for leave is not related to compassionate or compelling circumstances/grounds/reasons, and you still wish to suspend your studies and resume your studies onshore at a later date, then you must contact the Graduate Research School to withdraw from the course. When you are able to return to your studies you will need to re-apply for admission into the program.

Part 2: Student must complete this section

1. What is the start date of your enrolment?
2. Have you attained Candidacy? YES NO
3. What is your revised anticipated thesis submission date?
4. Do you hold a Scholarship which is administered through Curtin University?
YES* Scholarship Title: NO

*As a recipient of a research scholarship administered through Curtin University I understand and agree to inform in-writing **Graduate Research School – Research Scholarships** in a timely manner and, where possible in advance of any change in status which may change my award eligibility. I understand and acknowledge in the situation where my scholarship is overpaid I am to repay any scholarship overpaid amounts in accordance with the instructions of the University.

5. Please specify the dates for which you would like to apply for a Leave of Absence:

START: (dd-mm-yy) RETURN: (dd-mm-yy)

Note: Applications for retrospective Leave of Absence will not be granted. Enrolment in ALL units will be withdrawn for the entire period of Leave of Absence. Further, the return date from leave may need to be brought forward where coursework enrolment follows, in order to meet enrolment deadlines. This will not affect thesis-only students.

6. Please state the reason for the leave of absence. Please attach a statement if space insufficient. (Medical certificates must be attached for leave due to illness.)

STUDENT DECLARATION

Please sign below to confirm that you have read and understood the Rules and Conditions in Part 5, and that the information provided by you on this application form is accurate and true.

Signature of Student _____

Date _____

Please give this form to your Supervisor/Enrolling Area for completion of Part 3.

Part 3: Enrolling Area must complete this section

It is recommended that the application for Leave of Absence be:

Approved

Not Approved

Comments _____

Signature of Supervisor _____

Date _____

Signature of Head of
Enrolling Area

(or appropriate alternate) _____

Date _____

Please forward completed form to the Graduate Research School

Part 4: Faculty must complete this section

FGSC decision:

Approved

Not approved

Date _____

Comments _____

Please forward copy of application to the Scholarships Officer if applicant is in receipt of a Scholarship

Part 5: Rules and Conditions

5.1 Rules *The following Section 10, Leave of Absence, has been extracted from Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research.*

- (a) In accordance with Section 4(a), a candidate shall remain enrolled continuously until the thesis has been submitted for examination to the Office of Research and Development, except during periods of approved Leave of Absence.
- (b) (i) A candidate who is unable to pursue his/her studies may be granted Leave of Absence and have enrolment suspended for a period of one to twelve months by the Faculty Graduate Studies Committee on the recommendation of the Head of Enrolling Area. Candidates are required to lodge the application for Leave of Absence on the prescribed form prior to the start date of the proposed period of leave. Leave of Absence shall not normally be approved by the Faculty Graduate Studies Committee until after Candidacy is approved by the Faculty Graduate Studies Committee.
- (ii) In exceptional circumstances, the Faculty Graduate Studies Committee may approve further periods of Leave of Absence. Applications for retrospective periods of Leave of Absence may be considered by the Faculty Graduate Studies Committee in exceptional circumstances.
- (c) For International Students who have a student visa, approval of Leave of Absence is subject to the requirements of the Department of Immigration and Border Protection (DIBP).
- (d) A candidate who is not on approved Leave of Absence and is deemed by the Head of Enrolling Area, following consultation with the Supervisor, not to be actively pursuing their research program may, upon recommendation to the Faculty Graduate Studies Committee by the Head of Enrolling Area, be withdrawn from enrolment and have their status changed to Absent Without Leave for a period of six months.
- (e) In exceptional circumstances a candidate whose status is Absent Without Leave may be re-enrolled on the recommendation of the Head of Enrolling Area to the Faculty Graduate Studies Committee after a period of time on whatsoever terms and conditions the Faculty Graduate Studies Committee may prescribe consistent with the Higher Degree by Research Rules for Doctoral Degrees.
- (f) A candidate whose status is Absent Without Leave for a period exceeding six months may have his/her enrolment terminated by the Associate Deputy Vice-Chancellor, Research Training in accordance with Section 16.

5.2 Conditions

Applications for Leave of Absence must be submitted to the Graduate Research School:

- (i) prior to the Census Date for the current semester in which the period of leave applies to ensure appropriate adjustment of financial liabilities; AND
- (ii) prior to the start date of the proposed period of leave.

Applications for retrospective periods of Leave of Absence will not be considered. Enrolment will be withdrawn from ALL units for the approved period of Leave, including withdrawal from coursework units.

Recipients of a scholarship administered through Curtin University are responsible for ensuring they have approval to defer/take leave from the scholarship/s, and have met the terms and conditions of the scholarship/s prior to applying for leave of absence. Any breaches of the scholarship/s award conditions may result in termination and/or scholarship overpayment. Repayment of scholarship overpaid amounts by the student are required in accordance with the instruction of the University.

If Candidacy has not been attained at the time Leave of Absence is approved, the due date for submission of the Application for Candidacy will be extended accordingly.

Suspension of study may affect the student visa of an international student so it is essential that students contact the International Student Visa Officer within Student Central, Building 101 discuss the implications of suspending their enrolment. Students are also strongly encouraged to discuss their enrolment and support requirements with a Student Wellbeing Advisor in SWAS, Building 103.