

FACULTY POSTGRADUATE RESEARCH COMMITTEE

APPLICATION FOR ADDITIONAL LEAVE OF ABSENCE

This form must be completed to obtain approval for *additional* leave of absence (i.e. if the standard twelve months has already been taken). The completed form must be lodged in advance of the commencement date of leave. Additional leave of absence can be applied for in blocks of time up to six months in any one application, provided supporting evidence is provided that is judged to justify the granting of additional leave. There is a maximum of 18 months for Additional Leave of Absence unless authorized otherwise in a specific instance by the Director of Postgraduate Research on the recommendation of the Faculty PRC.

1. PERSONAL DETAILS

Title Family name

Given name(s)..... Student No

Degree

School /Centre.....

2. COMMENCEMENT DATE FOR LEAVE: RETURN DATE:

3. REASON FOR REQUEST FOR ADDITIONAL LEAVE

Please explain, in detail, the specific circumstances leading to this request for additional leave of absence (attaching additional pages). Please attach supporting documentation (including a supporting letter from your supervisor, medical certificates etc). Please also complete and attach the Application for Leave of Absence form.

The Grounds for Additional Leave of Absence are as follows:

- o Medical – Letter from doctor required explaining the condition
- o Carers – Supporting documentation from doctor required
- o Other – Supporting documentation must be attached

4. REVISED TIMELINE

Please attach a revised timeline. Applications without a revised timeline **will not** be considered.

5. HAVE YOU PREVIOUSLY HAD ADDITIONAL LEAVE APPROVED?

Yes No

If Yes, please attach previously approved documentation and supporting material.

6. APPROVAL OF REQUEST FOR ADDITIONAL LEAVE

...../...../.....
 Applicant's Name Signature of Applicant Date

...../...../.....
 Principal Supervisor's Name Signature of Principal Supervisor Date

...../...../.....
 Head of School's Name Signature of Head of School Date

(Where the Principal Supervisor is also the Head of School/Centre then the Executive Dean or Associate Dean (R&RT) or their nominee is required to sign).

This request has been approved by the Faculty Postgraduate Research Committee.

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 Faculty Student Advice Officer's Name Officer's Signature Date