

OFFICE FOR RESEARCHER TRAINING, QUALITY & INTEGRITY

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 can be applied for in blocks of time up to six months in any one application to a maximum of 12 months providing supporting evidence is attached to justify the granting of additional leave.** Furthermore, this leave must be applied for within the timely duration of the enrolled degree.

Submit form and supporting documents to gradresearch@vu.edu.au

1. Candidate's Details

Title:	<input type="text"/>	Surname:	<input type="text"/>
Given Name(s):	<input type="text"/>	Student ID:	<input type="text"/>
Institute:	<input type="text"/>	Degree:	<input type="text"/>

2. Commencement

Date leave commences:	<input type="text"/>	Return Date:	<input type="text"/>
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3. Reason for Request for Additional Leave of Absence

Please explain, in detail, the specific circumstances leading to this request for additional leave. Please attach supporting documentation (including a supporting letter from your supervisor, medical certificates etc). Please also complete and attach the University [Application for Leave of Absence \(A52\)](#) form.

The Grounds for Additional Intermission are as follows:

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

4. Revised Timeline

Please attach a revised timeline in the form of a Gantt chart. Applications without a revised timeline **will not** be approved.

5. Have you previously had Additional Leave Approved?

Yes No

6. Approval of Request for Additional Intermission

<input type="text"/>	<input type="text"/>	<input type="text"/>
Candidate's Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal Supervisor's Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Institute Deputy Director's Name	Signature	Date

(Where the Principal Supervisor is also the Institute Deputy Director, then the Dean Graduate Research, or nominee, is required to sign).

Applications for more than 12 months of additional intermission must be authorised by the Dean (or nominee):

<input type="text"/>	<input type="text"/>	<input type="text"/>
Dean, Graduate Research (or nominee) Name	Signature	Date