

This form is to be used for application for LEAVE from research higher degree candidature. It is for use by scholarship and non-scholarship holders and is to be used for: Annual Leave of more than four weeks taken within Australia; Professional Development Leave; Sick Leave; Maternity Leave and Parental Leave.

Students who intend to travel overseas, either for a period of Annual leave, or to undertake overseas research, must fill in the Overseas Travel form available from <http://www.postgraduate.uwa.edu.au/studentnet/forms> and do not need to complete this LV form.

Please return the completed form to the Graduate Research School, Hackett Hall (M 358) before leave commences, as leave will not be approved retrospectively other than in exceptional circumstances.

1. STUDENT DETAILS

FAMILY NAME: _____ **STUDENT ID:** _____

GIVEN NAMES: _____ **TITLE:** Mr, Ms, Mrs, Dr etc. _____

SCHOOL: _____ **TELEPHONE NO:** _____

DEGREE: _____

DOMESTIC STUDENT **INTERNATIONAL STUDENT** : Student Visa expiry date: ___/___/___

If you have held a scholarship in the past 12 months please complete the following:

Name of scholarship/s:	Expiry date of scholarship/s:
1.	
2.	
3.	

2. REQUEST

<input type="checkbox"/> Annual/Personal Leave - Any period of leave will be included in the total period of candidature. Scholarship holders must discuss all applications for leave of more than four weeks with a Scholarships Officer to establish whether it is more appropriate to apply for a suspension of candidature/scholarship. <i>Please note: This form is not required for periods of annual leave of less than 4 weeks taken in Australia. Please discuss with your supervisor and your school of the dates of any domestic leave of less than 4 weeks.</i>	From:
	To:
<input type="checkbox"/> Paid Professional Development Leave – Scholarship holders may be eligible for up to four weeks' paid professional development leave per year to be employed as research assistants on field trips; demonstrators, tutors; and/or be employed to assist with the organisation of conferences or other approved academic activities. Paid professional development leave is not in addition to the normal duration of the award, and students will remain enrolled during this leave. This leave is not available for all scholarships, so please check the conditions governing your award. Please attach details of the proposed employment and confirmation of the school's approval for the academic activities to be undertaken.	From:
	To:
<input type="checkbox"/> Sick Leave - Scholarship holders may take up to two weeks' paid sick leave each year. For medically substantiated periods of illness lasting longer than two weeks, scholarship holders may be eligible for up to a total of twelve weeks paid sick leave which is additional to the normal duration of the award. This leave is not available for all scholarships, so please check the conditions governing your award. Periods of sick leave longer than twelve weeks may be accessed through the suspension provisions. All paid and unpaid sick leave will result in the recording of a suspension on your academic record.	From:
	To:
<input type="checkbox"/> Maternity Leave (paid) - Scholarship holders who have held a scholarship for at least 12 months may be eligible for up to twelve weeks paid maternity leave in addition to the normal duration of the award. This leave is not available for all scholarships, so please check the conditions governing your award. Applications for paid maternity leave must be accompanied by a medical certificate. Maternity leave will result in a formal suspension of candidature.	From:
	To:

<input type="checkbox"/> Maternity Leave (unpaid) - Students may apply for a total of twelve months leave for pregnancy and childbirth, for each pregnancy during the course of their candidature. Applications for unpaid maternity leave must be accompanied by a medical certificate. All requests for suspension must have the endorsement of the Graduate Research Coordinator and supervisor(s). Maternity leave will result in a formal suspension of candidature.	From:
	To:
<input type="checkbox"/> Parental Leave (paid) - Scholarship holders who are partners of women giving birth and who have completed twelve months of their award may be entitled to a period of ten working days' (2 weeks) paid parenting leave. Paid parenting leave cannot be taken in the first year of an award, however unpaid parenting leave may be accessed through the suspension provision. Paid parenting leave is in addition to the normal duration of the award. This leave is not available for all scholarships, so please check the conditions governing your award.	From:
	To:
<input type="checkbox"/> Parental Leave (unpaid) - Students who are the primary carer of one or more children may apply for a total of 12 months leave during the course of their candidature. All requests for suspension must have the endorsement of the Head of School/Graduate Research Coordinator and supervisors(s). Students on parental leave are still required to lodge an Annual Report. Students who take parental leave will not normally also be eligible for maternity leave.	From:
	To:

3. REASONS FOR REQUEST - Student to complete

4. DECLARATION AND SIGNATURES
<p>I understand that if I am taking sick leave; maternity leave, or parental leave, this leave will result in a formal suspension of my candidature. I understand that if I am in receipt of a scholarship I will need to submit a Stipend Claim form to restart my payments when I return from leave.</p> <p>Signature of Student: _____ Date: _____</p> <p><input type="checkbox"/> International Students Only: I am aware of the student visa implications this application may cause and that I'm required to contact the Department of Home Affairs for visa related enquiries (Please tick and sign below)</p> <p>_____</p> <p>(International Student signature) (Print name) Date</p>

5. COORDINATING SUPERVISOR AND GRADUATE RESEARCH COORDINATOR APPROVAL AND COMMENTS
To be completed by Coordinating Supervisor – please comment on the reasons for this request, indicating approval or otherwise.
Coordinating Supervisor OR Principal & Coordinating Supervisor signature: _____ Date: _____
Coordinating Supervisor OR Principal & Coordinating Supervisor name: (please print):
Graduate Research Coordinator signature: _____ Date: _____
Graduate Research Coordinator name: (please print)

Office Use Only

Approved

Not approved

Authorised Graduate Research Officer

Date

Actioned By:

HIDEGS update

Date:

Scholarship Expiry Updated

Date:

Scholarships Finance Officer checked

Date: