



Graduate Research School

Application for Leave

LE

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. Please note applications for leave should be made in advance as no approval will be granted retrospectively except in exceptional circumstances or in the case of sick leave. Students who intend to travel overseas, either for a period of leave, or to undertake overseas research, must fill in the Overseas Travel Form available from <http://www.postgraduate.uwa.edu.au/studentnet/forms> Candidates must refer to the information below before completing the form and forwarding to the Graduate Research and Scholarships Office, Hackett Hall (M 358).

1. STUDENT DETAILS

SURNAME: _____	STUDENT ID: _____
GIVEN NAMES: _____	TITLE: Mr, Ms, Mrs etc. _____
POSTAL ADDRESS: _____	Postcode: _____
SCHOOL: _____	TELEPHONE NO: _____
SCHOLARSHIP(S): _____	
DEGREE: _____	

Overseas Travel: Please note if you are travelling overseas either for leave or for Research you must fill in the Overseas Travel Form available from <http://www.postgraduate.uwa.edu.au/studentnet/forms>

REQUEST	
<input type="checkbox"/> Leave Any period of leave will be included in the total period of candidature. Candidates in receipt of an award/scholarship must discuss all applications for leave exceeding 4 weeks with a scholarships officer to establish whether it is more appropriate to apply for a suspension of candidature/scholarship. Please note: NOT REQUIRED FOR ANNUAL LEAVE OF LESS THAN FOUR WEEKS TAKEN IN AUSTRALIA.	From: _____ To: _____
<input type="checkbox"/> Sick Leave Students may take up to two weeks' paid sick leave each year. For medically substantiated periods of illness lasting longer than two weeks, candidates may receive up to a total of three months paid sick leave (please consult the conditions governing your award) which is additional to the normal duration of the award. Periods of sick leave longer than three months may be accessed through the suspension provisions. Sick leave will result in the recording of a suspension on your academic record.	From: _____ To: _____
<input type="checkbox"/> Maternity Leave – Paid Scholarship holders may have up to twelve weeks paid maternity leave in addition to the normal duration of the award. However, paid maternity leave may not be taken in the first year of the award. Applications for paid maternity leave must be accompanied by a medical certificate. (Please consult the conditions governing your award.) Maternity leave will result in a formal suspension of candidature.	From: _____ To: _____
<input type="checkbox"/> Maternity Leave - Unpaid Candidates may apply for a total of 12 months leave for pregnancy and childbirth, for each pregnancy during the course of their candidature. All requests for suspension must have the endorsement of the Head of School/Graduate Research Coordinator and supervisor(s). Maternity leave will result in a formal suspension of candidature.	From: _____ To: _____
<input type="checkbox"/> Parental Leave – Paid Award holders who are partners of women giving birth and who have completed twelve months of their award may be entitled to a period of five days' paid paternity 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.	From: _____ To: _____
<input type="checkbox"/> Parental Leave – Unpaid Candidates who are the primary carer of a child or 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). Candidates on parental leave are still required to lodge an Annual Report. Candidates who take parental leave will normally not be eligible for maternity leave.	From: _____ To: _____

REASONS FOR REQUEST

Candidate to complete –

I understand that if I am taking maternity or parental leave, the above leave if approved will result in a formal period of suspension. I understand that if I am in receipt of a scholarship I am required to lodge a Stipend Claim form to restart my payments.

Signature of Candidate:

Date

International Students Only: I have discussed this application and its implications with the UWA International Centre.

Candidate's initials

ISOP's initials

COORDINATING SUPERVISOR AND HEAD OF SCHOOL/GRADUATE RESEARCH COORDINATOR APPROVAL

To be completed by coordinating supervisor – please comment on the reasons for this request, indicating approval or otherwise.

Coordinating Supervisor(s) Signature:

Date:

Coordinating Supervisors(s) Name: (please print):

Head of School/Graduate Research Coordinator Signature:

Date:

Head of School/Graduate Research Coordinator Name: (please print)

Office Use Only

Approved

Not Approved

Pro Vice-Chancellor (Research and Research Training),
Graduate Research School

Date

Actioned By:

HIDEGS update

Date:

Scholarship Expiry Updated

Date:

Scholarships Finance Officer checked

Date:

International Centre Notified

Date: