



This form is used to apply for approved leave including maternity leave, parental leave, professional development leave, sick leave, and suspension of candidature and/or scholarship. Students who intend to travel overseas for leave or research should instead apply for Overseas Travel. The completed form should be submitted to [pghelp@postgraduate.uwa.edu.au](mailto:pghelp@postgraduate.uwa.edu.au)

**SECTION 1 - STUDENT DETAILS**

Student Number

Surname

Given Names

Title

School

Degree

My personal details are correct in studentConnect

**Note:** Your semester address, home address, and emergency contact must be kept up to date:

[student.sims.uwa.edu.au/connect/webconnect](http://student.sims.uwa.edu.au/connect/webconnect)

Student visa expiry date (if applicable)

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

Name of scholarship(s)

Scholarship expiry date (dd/mm/yy)

- 1.
- 2.
- 3.

**SECTION 2 - LEAVE DETAILS**

**Maternity Leave (Paid)**

Scholarship holders who have held a scholarship for at least 12 months may apply for up to 12 weeks paid maternity leave in addition to the normal duration of the award. This leave is not available for all scholarships so check the conditions of your award.

**Note:** you must provide a medical certificate (please attach)

**From date** (dd/mm/yy)

**To date** (dd/mm/yy)

**Maternity Leave (Unpaid)**

Students may apply for a total of 12 months maternity leave for each pregnancy and childbirth during their candidature.

**Note:** you must provide a medical certificate (please attach)

**From date** (dd/mm/yy)

**To date** (dd/mm/yy)

**Parental Leave (Paid)**

Scholarship holders who are partners of women giving birth and who have completed 12 months of their award may apply for up to 10 working days (2 weeks) paid parental leave in addition to the normal duration of the award. This leave is not available for all scholarships so check the conditions of your award.

**Note:** you must provide a medical certificate (please attach)

**From date** (dd/mm/yy)

**To date** (dd/mm/yy)

**Parental Leave (Unpaid)**

Students who are the primary carer of one or more children may apply for a total of 12 months unpaid parental leave. Students who take parental leave will not normally also be eligible for maternity leave.

**Note:** you must provide a medical certificate (please attach)

**From date** (dd/mm/yy)

**To date** (dd/mm/yy)

**Professional Development Leave (Paid)**

Scholarship holders may apply for a period of up to 4 weeks of paid professional development leave each year to be employed as research assistants on field trips, demonstrators, tutors, and/or employed to assist with organisation of conferences or other approved academic activities. This leave is not in addition to the normal duration of the award and students remain enrolled. This leave is not available for all scholarships so check the conditions of your award.

**Note:** provide details of the proposed employment and confirmation of the school's approval for the academic activities to be undertaken (please attach)

**From date** (dd/mm/yy)

**To date** (dd/mm/yy)

<input type="checkbox"/> Sick Leave (Paid)	<p>Scholarship holders may take up to 2 weeks of paid sick leave each year. For medically substantiated periods of illness lasting longer than two weeks, some scholarship holders may be eligible for up to a total of 12 weeks of paid sick leave in addition to the normal duration of the award. This leave is not available for all scholarships so check the conditions of your award.</p> <p>During the COVID-19 pandemic, standard and additional sick leave may be used to cover leave for students with family caring responsibilities. This temporary provision is only available to students enrolled on 1 March 2020 and will end at the University's discretion.</p> <p><b>Note:</b> you must provide a medical certificate (<i>please attach</i>)</p>	<p><b>From date</b> (dd/mm/yy)</p> <p><b>To date</b> (dd/mm/yy)</p>
<input type="checkbox"/> Suspension of Candidature	<p>Students may apply to suspend their enrolment for up to a total of 12 months during their candidature, if they have not exceeded their maximum thesis submission date and need to spend time dealing with matters other than study. Students are required to submit annual progress reports each year on the anniversary of their enrolment, including during periods of leave or suspension. The suspension will be lifted on the date following the last day of suspension unless students apply and are approved for a further suspension.</p> <p><b>Note:</b> you must provide a medical certificate if applicable (<i>please attach</i>)</p>	<p><b>From date</b> (dd/mm/yy)</p> <p><b>To date</b> (dd/mm/yy)</p>
<input type="checkbox"/> Suspension of Scholarship Only	<p>Students must apply for a suspension of their award as soon as they are aware that a suspension is required. Failure to apply in sufficient time may result in overpayment which must be recovered. Candidature undertaken during suspension of scholarship will be deducted from the tenure of the scholarship.</p> <p><b>Note:</b> you must submit a Stipend Claim Form to <a href="mailto:researchschols@uwa.edu.au">researchschols@uwa.edu.au</a> when you return from suspension to resume payment of your award.</p>	<p><b>From date</b> (dd/mm/yy)</p> <p><b>To date</b> (dd/mm/yy)</p>
<input type="checkbox"/> Suspension of Candidature and Scholarship	<p>Scholarship holders should apply for suspension of candidature and scholarship if they do not wish to reduce the tenure of the scholarship.</p> <p><b>Note:</b> you must submit a Stipend Claim Form to <a href="mailto:researchschols@uwa.edu.au">researchschols@uwa.edu.au</a> when you return from suspension to resume payment of your award.</p>	<p><b>From date</b> (dd/mm/yy)</p> <p><b>To date</b> (dd/mm/yy)</p>

### SECTION 3 - REASONS FOR REQUEST

8.2 What are the reasons for this request?

### SECTION 4 - ENDORSEMENT BY STUDENT

I confirm that the information I have provided is true and correct

Signature of student

Date (dd/mm/yy)

**Student visa holders only:** I am aware of the student visa implications that this application may cause and that I'm required to contact the Department of Home Affairs for visa related enquiries

### SECTION 5 - COORDINATING SUPERVISOR AND GRADUATE RESEARCH COORDINATOR APPROVAL

Signature of Coordinating Supervisor

Date (dd/mm/yy)

Name

Signature of Graduate Research Coordinator

Date (dd/mm/yy)

Name

Comments

**SECTION 6 - JOINT SCHOOL APPROVAL (IF APPLICABLE)**

Signature of Coordinating Supervisor

Date (dd/mm/yy)

Name

Signature of Graduate Research Coordinator

Date (dd/mm/yy)

Name

**Comments**

**SECTION 7 - GRS USE ONLY**

Approved

Not approved

**Comments**