

Application for Leave of Absence Higher Degree by Research Students



Important Note for International Students studying in Australia: International Onshore Students cannot take Leave of Absence except under compassionate or compelling circumstances/grounds/reasons (e.g. illness and bereavement) because, under the Education Services for Overseas Students (ESOS) Act 2000, student visas cannot be maintained if students are not studying. If Leave of Absence is approved, enrolment may only be suspended for a period of one to six months in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Please see reverse side for Part 5, Rules and Conditions, before completing this form.

Privacy Statement: At Curtin University of Technology, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does is "personal information". For details of how the University will use, disclose and protect your personal information please refer to <http://about.curtin.edu.au/privacy.cfm>.

Student Details

Student Number _____ Title Mr Ms Other _____
 Surname / Family Name _____ Given Names _____
 Address for Correspondence _____
 Home Phone _____ Work Phone _____
 Facsimile _____ Mobile _____
 Email Address _____
 Title of Course _____ Course Code _____
 Enrolling Area _____ Faculty _____

Part 1 Student to Complete

- Are you studying in Australia on a student visa? YES (Go to next question) NO (Go to Part 2)
- If you believe you have compassionate or compelling circumstances/grounds/reasons for leave (e.g. illness or bereavement) you must provide the International Student Visa Officer within Student Central in Building 101 with documentation to support your request. If the request for leave is in accordance with the ESOS Act's National Code of Practice, Standard 13, the ISV Officer will sign below.
(If your request is not related to compassionate or compelling circumstances/grounds/reasons, go to question 3.)

Name of ISV Officer: _____ (Please print)

Signature of ISV Officer: _____ **Date:** _____

Once signed by the ISV Officer, please go to Part 2.

- If your request for leave is not related to compassionate or compelling circumstances/grounds/reasons, and you wish to suspend your studies and resume your studies onshore at a later date, then you must contact your Faculty Graduate Studies Officer and withdraw from your program by completing an *Enrolment/Change of Enrolment* form. When you are able to return to your studies you must reapply for admission into the course using a new *Application for Admission* form. Both forms are available on the Office of Research and Development website at <http://research.curtin.edu.au/forms/forms.cfm#admission>.

Part 2 Student to Complete

- What is the start date of your enrolment? _____
- Have you attained Candidacy? YES NO
- What is your revised anticipated thesis submission date? _____
- Are you in receipt of a scholarship? *If yes, please indicate below.* YES NO

<input type="checkbox"/> Australian Postgraduate Award	<input type="checkbox"/> Endeavour International Postgraduate Research Scholarship
<input type="checkbox"/> Curtin University Postgraduate Scholarship	<input type="checkbox"/> Curtin International Research Tuition Scholarship
<input type="checkbox"/> Curtin International Student Scholarship	<input type="checkbox"/> Other _____

Note: Scholarship recipients must advise the Scholarships Officer of the intended period of leave of absence when submitting this form.

- Please specify the dates for which you would like to apply for a Leave of Absence:
START: _____ (dd-mm-yy) **RETURN:** _____ (dd-mm-yy)
 Note: Applications for retrospective Leave of Absence will not be granted. Enrolment in ALL units will be withdrawn for the entire period of Leave of Absence. Further, the return date from leave may need to be brought forward where coursework enrolment follows, in order to meet enrolment deadlines. This will not affect thesis-only students.
- Please state the reason for the leave of absence. *Please attach a statement if space insufficient. (Medical certificates must be attached for leave due to illness.)*

STUDENT DECLARATION

Please sign below to confirm that you have read and understood the Rules and Conditions in Part 5, and that the information provided by you on this application form is accurate and true.

Signature of Student _____ **Date** _____

Please give this form to your Supervisor/Enrolling Area for completion of Part 3.

Part 3 Enrolling Area to Complete

It is recommended that the application for Leave of Absence be: Approved Not Approved

Comments _____

Signature of Supervisor _____ **Date** _____

Signature of Head of Enrolling Area _____ **Date** _____

Or appropriate alternate

Please forward completed form to the appropriate Faculty Graduate Studies Committee.

Part 4 Faculty to Complete

FGSC decision: Approved Not approved Date _____

Comments _____

*Please forward copy of application to the Scholarships Officer if applicant is in receipt of a Scholarship
Please forward copy of application to the International Office if applicant is an International Student*

Part 5 Rules and Conditions

5.1 Rules

The following Section 10, Leave of Absence, has been extracted from Rule 10: Degree of Doctor by Research and Rule 11: Degree of Master by Research.

- (a) In accordance with Section 4(a), a candidate shall remain enrolled continuously until the thesis has been submitted for examination to the Office of Research and Development, except during periods of approved Leave of Absence.
- (b)
 - (i) A candidate who is unable to pursue his/her studies may be granted Leave of Absence and have enrolment suspended for a period of one to twelve months by the Faculty Graduate Studies Committee on the recommendation of the Head of Enrolling Area. Candidates are required to lodge the application for Leave of Absence on the prescribed form prior to the start date of the proposed period of leave. Leave of Absence shall not normally be approved by the Faculty Graduate Studies Committee until after Candidacy is approved by the Faculty Graduate Studies Committee.
 - (ii) In exceptional circumstances, the Faculty Graduate Studies Committee may approve further periods of Leave of Absence. Applications for retrospective periods of Leave of Absence may be considered by the Faculty Graduate Studies Committee in exceptional circumstances.
- (c) For International Students who have a student visa, approval of Leave of Absence is subject to the requirements of the Department of Immigration and Citizenship (DIAC).
- (d) A candidate who is not on approved Leave of Absence and is deemed by the Head of Enrolling Area, following consultation with the Supervisor, not to be actively pursuing their research program may, upon recommendation to the Faculty Graduate Studies Committee by the Head of Enrolling Area, be withdrawn from enrolment and have their status changed to Absent Without Leave for a period of six months.
- (e) In exceptional circumstances a candidate whose status is Absent Without Leave may be re-enrolled on the recommendation of the Head of Enrolling Area to the Faculty Graduate Studies Committee after a period of time on whatsoever terms and conditions the Faculty Graduate Studies Committee may prescribe consistent with the Higher Degree by Research Rules for Doctoral Degrees.
- (f) A candidate whose status is Absent Without Leave for a period exceeding six months may have his/her enrolment terminated by the Associate Deputy Vice-Chancellor, Research Training in accordance with Section 16.

5.2 Conditions

1. Applications for Leave of Absence must be submitted to the Faculty Graduate Studies Office:

- (i) prior to the Census Date for the current semester in which the period of leave applies to ensure appropriate adjustment of financial liabilities; AND
- (ii) prior to the start date of the proposed period of leave.

Applications for retrospective periods of Leave of Absence will not be considered.

2. Enrolment will be withdrawn from ALL units for the approved period of Leave, including withdrawal from coursework units.
3. Recipients of an Australian Postgraduate Award (APA) or Curtin University Postgraduate Scholarship (CUPS) may not take leave within six months of commencement of the Award (see Conditions of Award). The stipend will be suspended for the duration of the period of Leave of Absence.
4. If Candidacy has not been attained at the time Leave of Absence is approved, the due date for submission of the Application for Candidacy will be extended accordingly.

5.3 Conditions for International Students

1. International Students suspending their studies may have their Visa cancelled by the Department of Immigration and Citizenship (DIAC). It is essential that students contact the International Student Advisor within the Student Transition and Retention Team (START) in Building 102 to discuss the implications of suspending their enrolment.