Help guide **Leave of Absence form**

Use this form to apply for a suspend your studies temporarily.

Eligibility Criteria to apply for a Leave of Absence (LOA):

- Student must have completed the first 6 months of candidature.
- The LOA request must be within their standard candidature period (ie. not during a candidature extension period).
- The requested LOA period must be a minimum of 8 weeks (56 days).
- The student's maximum LOA total must not exceed one calendar year (ie. 365 days) for their entire candidature.
- **Collaborative Doctoral Research Students:** will need to provide your home/host institution's written approval for the requested leave of absence period.
- **Sponsored Students (excluding SACM and CSC):** will need to provide your sponsor's written approval for the requested leave of absence period.
- **Industry Doctorate Program (IDP) Students:** will need to provide your industry partner's written approval for the requested leave of absence period.

Notes before you begin:

- If you are an **international student,** you must check their visa conditions prior to the submission of the Leave of Absence as you may be required to leave the country for the duration of the Leave of Absence.
- If you are a **scholarship student,** please check your scholarship condition of awards and if you wish to apply for scholarship additional paid leave benefits, please complete the Research scholarship additional paid benefits form and submit it to research.scholarships@uts.edu.au.
- **Tuition fees and Student Services and Amenities Fees (SSAF)** - If your LOA dates do not cover the whole session *(ie. Research Session 1: from 01 January to 30 June or Research Session 2: from 01 July to 31 December),* you will be liable for SSAF and tuitions fees (if you do not hold an active tuition scholarship) for your periods of enrolment in those sessions.

See the Create a New Form and Filling Out a Form guides for setup instructions. Please also see the Leave of Absence (LOA) Guidelines for more information.
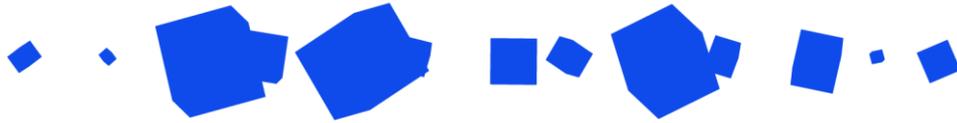
Personal and Candidature Details

Check your supervisor details listed, and indicate whether your Principal Supervisor is listed and available to authorize your LOA request:

Is your principal supervisor available to sign off this form? If your principal supervisor is not available (such as on leave for some time and unable to sign this form) select "No" *

● Yes
○ No

Supervisors sign-off delegates:

Note: By default, your application will be sent to the person who holds the sign-off delegation.

	Preferred ... ↑	Supervisor si...	Position	Email Address
▸	Mr Philippe R...		Co-Supervisor	Philippe.Gola...
▸	Ms Mong Ngu...	✔	Principal Sup...	Mong.Nguye...

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If you select "No", your form will be sent to the Faculty Research Office for review upon submission instead of your supervisor.

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Click "Next page: Leave Request Details".
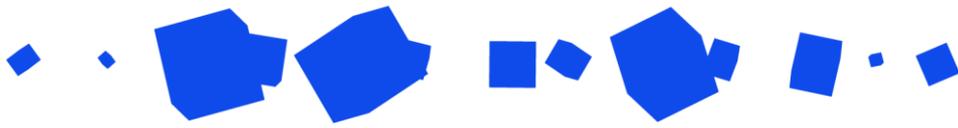
Leave Request Details

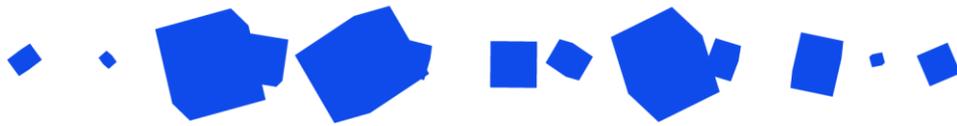There are a number of compulsory and optional fields for you to fill out:

[1] Select your **Leave Reason** from the from drop-down options in field.

[2] The **Reason Notes** is an optional free text box where you can provide more information regarding your reason for leave.

[3] In **Start Date** field, you click the calendar icon to select the proposed start date of your leave. The start date must be in the current or future session.

[4] In **End Date** field, you click the calendar icon to select the proposed end date of your leave which must be at least 3 weeks in the future. *Please note that if your LOA is approved, your return date (ie. reactivation of enrolment) will be the date after your selected end date.*

[5] In this section you can upload supporting documents for your LOA request. If you click he question mark icon ❓, it will open the instructions to upload documents.

Please note: if you have previously selected your leave reason as "Health Reasons" and you do not provide a medical certificate for your faculty to sight, your LOA application may not be able to be processed. If you do not wish to upload your medical certificate to this form, you can email or show it to your Research Officer or RAO.

[6] Leave of Absence history any previously approved LOA in your current course. If you've had a course transfer, your approved LOA in your previous course is not recorded here but is taken into consideration when determining your LOA maximum limits.

[7] Check the LOA standard eligibility criteria and confirm if your LOA request is outside the criteria.
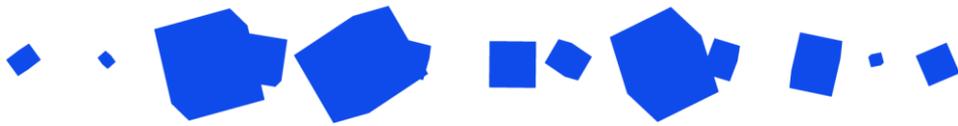
Please provide the below documents for a leave of absence request outside standard eligibility: The completion plan template can be found here. * ❓

Add

	Document Type **[8]** ↑	Document Name	Filename
▶	Soft copy	Completion plan	00 Test upload doc for RM.

[8] If your LOA request is outside the standard eligibility criteria, you must upload a completion plan and evidence of satisfactory progress in this section.

Are you applying for additional paid benefits? *
- ◉ Yes **[9]**
- ○ No

Are you a China Scholarship Council (CSC) or Saudi Arabia Cultural Mission (SACM) sponsored student? *
- ○ Yes **[10]**
- ◉ No

Upload your sponsor's approval for the requested LOA dates *

No file	✕

| Select a file | or Drop a file here |

Are you a collaborative doctoral research student? * ❓
- ◉ Yes **[11]**
- ○ No

Upload your collaborative institution's approval for the requested LOA dates *

No file	✕

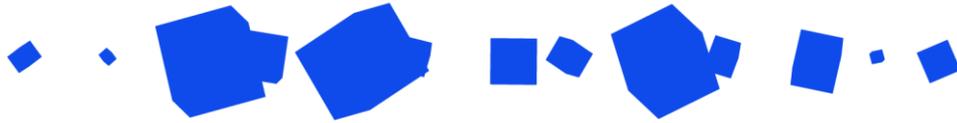| Select a file | or Drop a file here |

Are you an Industry Doctorate Program (IDP) student? *
- ◉ Yes **[12]**
- ○ No

Upload your industry partner's approval for the requested LOA dates *

No file	✕

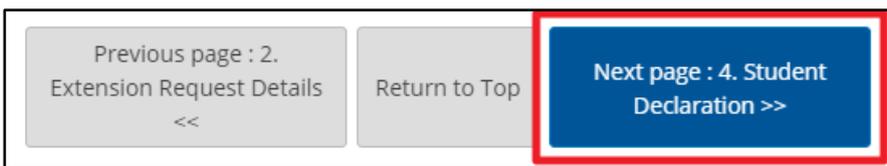| Select a file | or Drop a file here |

[9] For scholarship students, confirm if you will be applying for **additional paid benefits.**

[10] If you are a sponsored student, confirm if you are a China Scholarship Council (CSC) or Saudi Arabia Cultural Mission (SACM) sponsored student – If "No", you be required to upload your sponsor's approval for the requested LOA period.

[11] Indicate whether you are in a **Collaborative Degree Program** - if "Yes", you will be required to upload approval from Collaborative institute for the requested LOA period.

[12] Indicate whether you are in an **Industry Doctorate Program (IDP)** - if "Yes", you will be required to upload approval from your industry partner for the requested LOA period.

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Click "Next page: Student Declaration".

Student Declaration

Confirm your agreement with the student declaration [1]:

Student Declaration

- I am not undertaking an APR or SRN Internship during the period of requested Leave of Absence.
- I have checked the UTS principal dates and confirm that my LOA application was submitted by the relevant LOA census date deadline of the session.
- I understand that I must seek advice from my supervisor and read Section 11.9 Leave of Absence before submitting a leave application.
- I understand that if my Leave of Absence is approved, I will be withdrawn from any credit-based subject enrolments which overlap or fall within the period of leave and if the LOA application was submitted after the coursework census date, I will receive a "fail" grade for the withdrawn subject.
- I understand that if my Leave of Absence is approved, the study rates for time-based subject enrolments will be reduced to zero for the period of leave.
- I have read the information about Leave of Absence on the Graduate Research Candidature Management, Thesis Preparation and Submission Procedures and declare that the information provided by me is correct and complete
- International students only: I understand that I am generally required to return to my home country during periods of approved Leave of Absence. I understand that I should seek advice from the Department of Home Affairs and UTS International before submitting a leave application and for further information regarding this.
- Scholarship holders only: I understand any scholarship or rewards covering the Leave of Absence period may be affected, and that if I wish to apply for scholarship additional paid leave benefits, I must complete the Research scholarship additional paid benefits form and submit it to research.scholarships@uts.edu.au.

*
☑ I Agree **[1]**
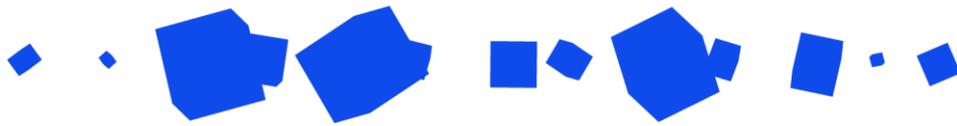
Then click "Next page: Request Summary" [2].

Review your summary to make sure your details are correct, and then click "Submit Application" in the top-right corner:

What happens next?

Your form will go through a series of approvals, starting with your supervisor and moving up through the faculty and various university bodies.

See "Managing existing forms (students)" help guide to learn how to follow its progress.

During the review process, your form may be returned to you for clarification or for additional information. If your form comes back with a Status of "Returned" and the Workflow State as "[STU] Student Amendment", follow the instructions under "Revising Returned Forms".

		Status ↑	EWS	Date Submitted	Student ID	Full Name	Template Name	Workflow State
☐	⬀	Returned		23/01/2024	m0264759	Mr Student TEST	Leave of Absence v1	[STU] Student Amendment