

# Application for:

## Research Program and Scholarship

### Leave of Absence

(e.g. APA; APA(I); ANU PhD; ANU Master; ANU Graduate School; University Research Scholarship; EIPRS; Re-entry; Indigenous)



RESEARCH STUDENTS OFFICE (tel: 02 612 52225)

Family Name	<input type="text"/>	Student Id	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Given Names	<input type="text"/>						Title (Mr/Mrs/Ms etc)	<input type="text"/>
Mailing Address	<input type="text"/>							
ANU College*	<input type="text"/>	Graduate Studies Field	<input type="text"/>					
Scholarship(s)	<input type="text"/>	PhD/Prof Doc/MPhil	<input type="text"/>					

\* College of Arts and Social Sciences; College of Asia and the Pacific; College of Business and Economics, College of Engineering and Computer Science, College of Law; College of Medicine and Health Sciences; College of Science.

THE COMPLETED FORM SHOULD BE LODGED **BEFORE** THE PERIOD FOR WHICH THE PROGRAM LEAVE OF ABSENCE IS SOUGHT. YOU SHOULD CONSULT THE *CONDITIONS OF AWARD* OF YOUR SCHOLARSHIP FOR YOUR ENTITLEMENTS. INTERNATIONAL STUDENTS MUST CONSULT THE *RESEARCH STUDENTS OFFICE* BEFORE COMPLETING THIS FORM.

#### Length:

The maximum period of scholarship leave of absence which may be sought on personal grounds is twelve months. If you are experiencing circumstances beyond your control, you may apply for a further twelve months. For medical or maternity reasons, please consult your Conditions of Award for your period of paid entitlement. Program leave of absence for a similar period will be considered/approved.

I wish to apply for scholarship leave of absence from...../...../.....to...../...../.....(=day of return).

#### 1. Reason:

If the reason is medical/maternity, please attach a certificate from a registered medical practitioner. For maternity reasons, the certificate should specify the expected date of confinement.

I have read the relevant section of the *Research Award Rules* at <http://www.anu.edu.au/cabs/rules/index.html> and the *Conditions of Award* of my Scholarship before submitting this request.

Scholar's Signature.....Date.....

- LEAVE SHOULD BE SOUGHT **PROSPECTIVELY**;
- IF PROSPECTIVE LEAVE HAS BEEN SOUGHT OVER A RESEARCH CENSUS DATE (31/3 OR 31/8), PLEASE CONSIDER THE REQUEST CAREFULLY AND DISCUSS WITH THE STUDENT AS IT IMPACTS ON REPORTED LOAD;
- LEAVE SOUGHT RETROSPECTIVELY WHICH CHANGES REPORTED HISTORY SHOULD NOT BE APPROVED;
- LEAVE SOUGHT RETROSPECTIVELY FOR ANY OTHER PERIOD (S) SHOULD NOT BE APPROVED IF IT WILL RESULT IN A SCHOLARSHIP OVERPAYMENT.

I endorse this request:

Chair, Supervisory panel.....Date.....  
Head of Dept/Division.....Date.....

As the appointed delegate, I **approve** this request:

Delegated Authority...../.....Date.....  
Print Name Signature

Completed form should be forwarded to:

Research Students Office  
Student Administration Services  
Pauline Griffin Building (Building 11)

**THIS SECTION WILL BE USED BY THE RESEARCH STUDENTS OFFICE TO NOTIFY YOU OF THE OUTCOME OF YOUR APPLICATION**

Your application for a period of program and scholarship leave from.....to..... **has been approved.**

The revised end date of your PhD/Professional Doctorate/MPhil program is.....

The revised end date of your Scholarship(s) is (1).....  
(2).....  
(3).....

Prior to returning from leave, please contact the Fees Office on 61250500 or [fees.officer@anu.edu.au](mailto:fees.officer@anu.edu.au) to ensure that you have no outstanding or upcoming fees which will have a bearing on your enrolment.

At the end of your period of program leave you must email [suspension.return@anu.edu.au](mailto:suspension.return@anu.edu.au) to confirm the resumption of your program and to ensure that your scholarship payments are resumed as quickly as possible.

**PLEASE NOTE:**

- **If you change your mailing address during this period of leave, please ensure that you amend your address on ISIS so that the University can contact you if necessary;**
- **If a scholarship overpayment has been incurred as a result of this leave of absence, you will be notified separately in writing by the Human Resources Division of the University and you will be required to repay the monies in accordance with the instructions you receive from the University;**
- **Candidates who remain in debt to the University will not be permitted to submit their theses for examination or to graduate.**

Delete if not applicable:

**YOUR REQUEST FOR PROGRAM AND SCHOLARSHIP LEAVE OF ABSENCE HAS NOT BEEN APPROVED. PLEASE CONSULT THE *RESEARCH STUDENTS OFFICE* OR YOUR LOCAL AREA ADMINISTRATOR FOR AN EXPLANATION.**