

## Variations

### 1. PROGRAM LEAVE

Notes:

!!!! International students must first seek advice from the Compliance Officer before applying for program leave!!!!

Wherever possible, leave should be applied for prospectively. Retrospective requests for program leave are likely to result in overpayment of scholarship monies (which will have to be repaid in most cases), and may affect reported load.

Note also that periods of leave over census date (prospective or retrospective) will affect reported load.

Periods of approved program leave are added to the program (and scholarship) length, unless student is on extension of program (see extension of program section)

When students return from Program Leave they must email suspension.return on the day of their return to study.

#### 1. (i) Program and Scholarship Leave of Absence

Scholarship holders wishing to take leave of absence must, prior to taking program leave, complete the Application for Research Program and Scholarship Leave of Absence form available for download from [http://www.anu.edu.au/sas/forms/Application\\_program\\_and\\_scholarship\\_leave\\_of\\_absence.pdf](http://www.anu.edu.au/sas/forms/Application_program_and_scholarship_leave_of_absence.pdf)

\*\* Please use current form from the web\*\*

Program and Scholarship Leave Checklist:

- Is the student domestic or international?
- Is the period of leave permitted under 2.27 of the Research Award Rules?
- Is the leave permitted under the scholarship Conditions of Award?
- If medical leave is requested, has a medical certificate been provided?

- If maternity leave is requested, has a medical certificate been provided?
- If paternity leave is requested, has a birth certificate been provided?
- Has the applicant included all scholarships on the application form?
- If the applicant holds an APA(I), is the written consent of the Industry Partner attached to the application?
- If the applicant holds a NH&MRC scholarship, is approval from the NH&MRC attached to the application?
- Has the form been signed by the 1. student
- 2. Chair of the Supervisory Panel
- 3. Head of Department
- 4. Delegated Authority
- Attach papers to file and send to Enrolments Variations Officer for processing (NB Pay period cut off dates)

#### (ii) PROGRAM LEAVE OF ABSENCE

Students who do not hold a scholarship paid through the ANU payroll must, prior to taking program leave, complete the Application for Research Program Leave of Absence form available for download from [http://www.anu.edu.au/sas/forms/Application\\_program\\_leave\\_of\\_absence.pdf](http://www.anu.edu.au/sas/forms/Application_program_leave_of_absence.pdf)

\*\*Please use current form from the web\*\*

Program Leave Checklist

- Is the student domestic or international
- Is the period of leave permitted under 2.27 of the Research Awards Rules?
- Has the form been signed by the 1. student
- 2. Chair of the Supervisory Panel
- 3. Head of Department
- 4. the Delegated Authority
- Attach papers to file and send to Enrolments Variations Officer for processing

