# Leave of Absence / Special Consideration

**Bachelor of Philosophy/Master of Research**

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**Return form to:**
Higher Degree Research Office
Level 3, C5 East, Macquarie University NSW 2109
www.mq.edu.au/mres mres@mq.edu.au

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Last updated 12 March 2013

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<table>
<thead>
<tr>
<th>Surname:</th>
<th>First Name:</th>
<th>Student Number:</th>
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<tr>
<th>Email:</th>
<th>Study Load:</th>
<th>Faculty:</th>
<th>Discipline:</th>
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<tr>
<th>Are you a sponsored student or supported by a Government loan?</th>
<th>No</th>
<th>Yes</th>
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<tr>
<td>If Yes, please provide name of Sponsorship Agency:</td>
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<tr>
<th>Are you receiving a scholarship from Macquarie University?</th>
<th>No</th>
<th>Yes</th>
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<td>If Yes, please provide name of MQ Scholarship:</td>
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### Leave of Absence:

Complete this section if you need to suspend your studies for one session only.

**Dates requested for leave of absence:**

From _____________ to _____________

**Checklist:**

- Attach a letter explaining why you are requesting to suspend your studies. Your letter must include the date, your name, student number and signature
- Attach certified copies of any documents which support your request – eg. medical certificate, outgoing air ticket
- Attach a copy of your passport photo page and visa
- Attach a copy of your OSHC card with the expiry date
- Contact Department of Immigration and Citizenship (DIAC) to check possible effects that leave of absence may have on your student visa.

### Special Consideration:

Complete this section if you need to inform the university about an event that has caused or has the potential to cause an unexpected or unavoidable disruption to your studies, either during the study period or the formal exam period. Special consideration applications must be submitted within 5 days of the event that has caused the disruption and you are expected to provide documentary evidence of the incident that has occurred.

**Summary of unit/s affected:**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Session (S1 or S2)</th>
<th>Year</th>
<th>Assessment Affected (eg. assignment, class test, tutorial attendance)</th>
<th>Dates of Disruption</th>
<th>By what date will you complete the assessments affected?</th>
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**Checklist:**

- Attach a letter explaining why you are requesting to suspend your studies. Your letter must include the date, your name, student number and signature
- Attach certified copies of any documents which support your request – eg. medical certificate. If you do not have a medical certificate, you may use a professional authority form (http://www.mafc.mq.edu.au/linkservid/61CBC9E4-5056-AF00-5b826804F3FBFB13/showMeta/0/) and have it completed by a registered health care provider.

**I have read “Guidelines for Leave of Absence/Special Consideration Requests” on the reverse of this form. I understand that this request cannot be considered until my official documentation in hardcopy is submitted to the Higher Degree Research Office. I understand that provision of incorrect information may result in disciplinary action taken against me.**

__________________________
Student signature

__________________________
Date
Guidelines for Leave of Absence/Special Consideration

Note for International Students

In accordance with the Australian Government requirements international students holding a student visa can temporarily suspend their studies in certain limited circumstances (compelling or compassionate), during the course through a formal agreement. Under Macquarie University’s agreement you must complete this form and attach the required documents. You will be notified of the outcome of your application in writing once a decision has been made.

Leave of Absence may be granted in the following circumstances:
Where you can prove by providing evidence that your circumstances are compassionate or compelling due to which you are requesting a leave of absence or suspension of studies for one session. Such circumstances were beyond your control and have had an impact on your course progress or wellbeing. The following are examples which may be considered as compelling or compassionate:
- Serious illness or injury (a medical certificate stating that you are unable to attend classes for a substantial amount of time must be provided).
- Bereavement of close family members such as parents or grandparents (supporting documentation must be provided).
- Major political upheaval or natural disaster in home country requiring emergency travel and this has impacted on your studies.
- A traumatic experience – for example involvement in or witnessing a serious crime or accident which has impacted you (documentary evidence such as a police report for the event must be provided).
- No units available for you to study for one session (letter from academic department must be provided).

If Leave of Absence is granted:
Withdraw from enrolled units for the session to be suspended by the Census date, through HDRO using the Change of Units/Advanced Topics form.
- If you withdraw from units after the Census date it will result in financial penalty and you will be liable for the relevant unit fees.
- If you withdraw from units after the Last Day to Withdraw Without Academic Penalty you will be liable for both academic and financial penalty and the withdrawal will result in a ‘FW” (Fail Withdrawn) grade.

Special circumstances – after the census date:
- If you wish to request for withdrawal without academic penalty (W status) you must submit an application to Withdraw from Unit(s) without Academic and/or Financial Penalty, outlining your case of unavoidable disruption (special circumstances). This application is available at: http://www.studentadmin.mq.edu.au/undergrad/currentstudents/withdrawal.html#penalty
- For international students that wish to request a refund of unit fees, complete the ‘Request for Refund of Fees’ form available at http://www.mq.edu.au/future_students/international/tuition_fees_for_international_students/refunds_and_withdrawing/

If Leave of Absence is NOT granted:
If your application is unsuccessful you may appeal this decision within 20 working days from the date on which the notification regarding the outcome your application was sent. An appeal must be lodged in writing via email to mres@mq.edu.au.

OFFICE USE ONLY

Date application received: _____ / _____ / _____
Leave of absence approved: □ No □ Yes
CoE suspended: □ No □ Yes
If not approved, please state reasons below:

Special consideration approved: □ No □ Yes
If not approved, please state reasons below:

Recommendation and Approvals

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<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<td>MRes Advisor 1</td>
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<td>Associate Dean</td>
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<tr>
<td>HDR Delegate</td>
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Student notified: □ No □ Yes Date: _____ / _____ / _____

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