



Leave of Absence Master of Research Year 2

This form is to be completed by MRes Y2 candidates only.

Please obtain your supervisor's and MRes Advisor's approval and then lodge the form at your Faculty HDR Office. They will obtain the Associate Dean's approval before submitting the form to the Higher Degree Research Office.

Surname:	First Name:	Student Number:
Email:	Study Load: <input type="checkbox"/> Full time <input type="checkbox"/> Part time	<input type="checkbox"/> Domestic Student <input type="checkbox"/> International Student
Faculty:	Discipline:	Sub-discipline:
Are you a paid scholarship holder? <input type="checkbox"/> No <input type="checkbox"/> Yes Name of scholarship: _____		

1. Leave request

Date requested for leave of absence:

From _____ up to _____ (DD/MM/YYYY)

I have attached the following **required** documents to support my request:

- A letter explaining why I am requesting to suspend my studies (including the date, name, student number and signature)
- A statement of progress and timetable for completion
- Certified copies of any associated documents – eg medical certificate, outgoing air ticket
- A copy of my passport photo page and visa (International Candidates only)
- A copy of my OSHC card with expiry date (International Candidates only)

Candidate Acknowledgement

I have read "Guidelines for applying for a Leave of Absence" on the last page of this form, have attached all necessary supporting documentation and have clearly completed all sections of the form. The information I have provided is true and correct. I understand that provision of incorrect information may result in disciplinary action taken against me.

Candidate signature

Date

2. Supervisor's Recommendation

Do you support this application for leave of absence from candidature?

Yes

No

Is the candidate's revised timeline viable?

Yes

No

Comments:

Supervisor signature

Date

3. Head of Department / MRes Advisor's (or delegate) Recommendation

Do you support this application for leave of absence from candidature?

Yes

No

Are you able to confirm that supervision and resources will be available for the candidate upon return from leave?

Yes

No

Comments:

Head of Department / MRes Advisor signature

Date

4. Associate Dean, HDR (or delegate) Endorsement

Do you endorse this application for leave of absence from candidature?

Yes

No

Comments:

Associate Dean signature

Date

5. Director, HDRO approval

Do you approve this application for leave of absence from candidature?

Yes

No

Comments:

Director HDRO signature

Date

HDR Office use only

Leave approved effective from: ____ / ____ / ____ Automatic re-enrolment effective from: ____ / ____ / ____

Revised EWS date: ____ / ____ / ____

AMIS amended Spreadsheet Scholarships notified Candidate notified Supervisor notified Faculty Notified

HDR Scholarships (if applicable)

Research Master amended HR notified Candidate notified

Guidelines for applying for a Leave of Absence (LOA)

This form is to be completed by MRes Year 2 candidates only

Leave request

Before submitting an application, all candidates should note:

- Candidates may only request leave for a minimum period of two (2) weeks to a maximum period of three (3) months.
- Leave requests must be submitted at least fourteen (14) days prior to the requested leave period.
- Requests submitted within three (3) months of a candidate's Expected Work Submission date may not be approved. In these cases, candidates should consider applying for an extension to their Expected Work Submission date.
- Applications for retrospective leave will not be considered.

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, and that 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).

If Leave of Absence is granted:

Your leave of absence will be recorded on your student record and your scholarship will be suspended (if applicable). You will be notified in writing that your request is approved and will be advised of your revised Expected Work Submission date. A leave of absence is a period of non-enrolment and you will not be able to access University staff and facilities (e.g. laboratories, University Library) or be covered under University insurance whilst on leave.

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

Note for International Candidates

In accordance with the Australian Government requirements, international candidates 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 Leave of Absence form and attach the required documents. You will be notified of the outcome of your application in writing once a decision has been made.

Once international candidates are granted approved leave of absence, they will be reported to the Department of Immigration and Border Protection (DIBP). They will normally have to leave Australia for the approved LOA period. If research candidates on a student visa wish to stay in Australia during an approved leave period, they need to get approval from DIBP, in writing, to do so.

Candidate Acknowledgement and Approvals

- Your leave request must be discussed and supported by your Supervisor and Head of Department / MRes Advisor. Endorsement from the Associate Dean (HDR) is also required before changes can be made. **Candidates must sign the form, and ensure that the required signatures are obtained before submitting the form.**

Checklist

- Have you completed your personal details?
- Have you signed and dated the declaration on the front of this form?
- Have you obtained support from your MRes Advisor/s?