

LOA/SOA

Higher Degree Research Office

Higher Degree Research Office (HDRO)

<http://www.hdr.mq.edu.au>

Level 3, Research HUB, C5C East ~ Macquarie University NSW 2109



MACQUARIE
University

LEAVE OF ABSENCE FROM HDR PROGRAM (LOA) AND / OR SUSPENSION OF AWARD (SOA) (For PhD / MPhil only)

Student Number																
Family Name								Other Names								
Course								Faculty/Department								
Candidate (✓)																
<input type="checkbox"/> International ➡ If you are on a Student Visa, do you intend to remain in Australia during the leave period?																
<input type="checkbox"/> Yes																
<input type="checkbox"/> No ➡ If 'no', please provide a mailing address for the leave period																
<input type="checkbox"/> Domestic																
Attendance (✓) <input type="checkbox"/> Full time <input type="checkbox"/> Part time								Scholarship Holder (✓) <input type="checkbox"/> Yes <input type="checkbox"/> No								
If 'yes', name of scholarship:																
I am applying for (✓):																
1. <input type="checkbox"/> leave of absence from candidature Start ____ / ____ / ____ Return ____ / ____ / ____																
Scholarship holders only ↓																
2. <input type="checkbox"/> leave from candidature and paid sick/maternity leave Start ____ / ____ / ____ Return ____ / ____ / ____																
3. <input type="checkbox"/> leave from candidature and suspension of award Start ____ / ____ / ____ Return ____ / ____ / ____																
If you are an APAI scholarship holder please attach a written consent from the industry partner and a completed <i>Variation of Funding Agreement</i> form, which you can access from http://www.arc.gov.au/variation-funding-agreement																
Reason(s) for request (Please attach a separate sheet if this space is insufficient.)																
Statement of progress and timetable for completion																
Please provide your complete research plan outline; indicate where in the plan you are currently, with the state of your current progress clearly indicated (attach a separate sheet if this space is insufficient).																
I have read and understood the Guidelines for completing this form and (if applicable) the Conditions of Award of my scholarship(s). The information provided by me on this application form is accurate and true.																

Signature								Date								

SUPERVISOR to complete this section

Do you support this application for leave of absence from candidature and/or suspension from scholarship?

Yes No

Comments:

Name (please print)

Signature

Date

HEAD OF DEPARTMENT to complete this section

Do you support this application for leave of absence from candidature and/or suspension from scholarship?

Yes No

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

Yes No

Comments:

Name (please print)

Signature

Date

ASSOCIATE DEAN (HDR)'S ENDORSEMENT

Name (please print)

Signature

Date

HIGHER DEGREE RESEARCH OFFICE USE ONLY

LOA/SOA applied for: _____ (months)

Candidature start date: ____ / ____ / ____ EWS date: ____ / ____ / ____ FEC Date: ____ / ____ / ____

Consumed EFTSL: _____ (as at 30 June / 31 December)

- Eligible: Yes No ➔
- Within first 12 months of candidature
 - Has been granted 12 months maximum leave
 - Will exceed 12 months maximum leave if approved
 - Has consumed ≥ 3 EFTSL for PhD/ 2.5 EFTSL for PhD (commenced from 2014)
 - Has consumed ≥ 1.5 EFTSL for MPhil

Reason in summary:

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

Revised EWS date: ____ / ____ / ____

AMIS amended: Spreadsheet: Student notified: Supervisor notified:

Director HDRO

Application LOA/SOA approved: Yes No

Comments: _____

Signature

Date

Guidelines for Completing the LOA/SOA Form



Leave of Absence (LOA) from candidature and suspension of scholarship payments may be approved for research candidates following submission of an application for approval. LOA will not be approved unless there are “exceptional circumstances” beyond a candidate’s control. Cases for “exceptional circumstances” are assessed by the delegate of the Higher Degree Research Committee. Such leave is often requested for illness, maternity, parental or other family responsibility reasons.

LOA applications must be supported by the Principal Supervisor, Head of Department and Faculty Associate Dean HDR and formally requested through the Faculty and the Higher Degree Research Office. Candidates who wish to take leave of absence from their studies are advised to consider this prospective change carefully; as such leave may lead to a loss of momentum and delay overall progress. In particular, if a long period of leave is requested candidates should be aware that the break in their studies may have an adverse effect on their research and progression and therefore delay thesis submission.

LOA is a period of non-enrolment and candidates will not be able to access University facilities (eg laboratories, ICT resource, Library) and research supervision.

Once the leave ends, candidates will be automatically re-enrolled subject to the payment of any outstanding fees. Any applicable fees will be charged at pro-rata rates. Candidates will be required to meet the normal University fee payment deadline for any fees that they may be liable, ie 25 January for EP1 and 25 July for EP2. Candidates should check their ‘Statement of Outstanding Charges’ through ‘My Finances’ via eStudent at the beginning of the Enrolment Period and make arrangements to pay their fees in advance.

Scholarship holders should check their conditions of award before applying for any Leave of Absence (LOA) and/or Suspension of Award (SOA).

Before submitting an application, *all* candidates should note:

- LOA may **not** be taken within the first twelve months of candidature unless there are exceptional circumstances; this is applicable to both full-time and part-time candidates.
- LOA is only granted for periods between eight weeks and six months ie requests for leave of less than eight weeks will not be considered, and LOA is granted for no more than six months per application.
- Continuous leave periods of greater than six months of LOA will only be approved in exceptional circumstances (eg serious illness of the candidate or direct family member).
- Leave or total accumulated periods of leave is limited to a **maximum of twelve months in the entire candidature (regardless of part time /full time)**.
- Application for retrospective leave will not be considered.
- Candidates who have consumed three or more EFTSL for a PhD (commenced prior to 2014) or two and a half EFTSL for PhD (commenced from 2014), or more than one and a half EFTSL for a MPhil, will not be permitted to take Leave of Absence except on medical grounds.
- Candidates must provide supporting documentation, eg medical certificate, a statement from the relevant authority as evidence for the necessity of leave.
- If a candidate’s leave had been approved on medical grounds and they wish to return early (ie before the approval end date of leave), their request must be supported by a medical certificate confirming their fitness to return to study.

Candidates should lodge their application form **at least four weeks in advance** of the date of leave requested through their Faculty HDR Team.

Under the ESOS Act, suspension of study for international candidates on a student visa is not allowed unless in exceptional circumstance where it may be granted, primarily, on medical or compassionate grounds. 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.

International research candidates should also note that it is their responsibility to notify their Department/Faculty about their intention to apply for Leave of Absence (LOA) as soon as practicable since the University is required by Law to report to the Government any event affecting the enrolment of an overseas student (international candidate) within 14 days.