

# Application form for Leave of Absence Scholarship and Candidature



UNIVERSITY GRADUATE SCHOOL

PO Box 123 Broadway NSW 2007 Tel - +61 2 9514 1336 Fax - +61 2 9514 1588  
Email: [ugs@uts.edu.au](mailto:ugs@uts.edu.au) Web: <http://www.gradschool.uts.edu.au>

**THIS FORM SHOULD BE USED** by scholarship holders for application to suspend their Higher Degree Research scholarship and their Higher Degree by Research program. Leave of Absence, or suspension, is a period of non-enrolment and students will not be able to access University facilities (e.g. Library) whilst on leave. Higher degree research students who do not hold a research scholarship **must not** use this form and must apply for leave from candidature online via the UGS website:

<http://www.gradschool.uts.edu.au/current/currentprocess/leaveapplication.html>

Students should refer to the information available about Leave of Absence policy from these links before completing this form.

<http://www.gsu.uts.edu.au/rules/11-9.html>

<http://www.gradschool.uts.edu.au/current/currentprocess/leaveapplication.html>

## Before you apply for Leave of Absence and suspension of scholarship payments:

1. Consult the conditions of your scholarship regarding Leave as scholarship conditions can vary according to scholarship type.
2. Leave of Absence (or suspension) can only be applied for in the following circumstances:
  - After completion of at least 6 months of the scholarship award
  - Before the census date for the relevant Semester (31 March or 31 August)
  - In semester blocks ( **Autumn**: 01 January – 30 June or **Spring**: 01 July – 31 December)
3. Submit your application for Leave form as early as possible before the census date (at least 4 weeks), preventing the need for you to reimburse the University for scholarship overpayments.
4. Unlike the candidature enrolment, your scholarship payments **will not automatically recommence**. You are required to write to the Scholarships Coordinator of the University Graduate School at least three weeks prior to your intended return, to confirm your intention to recommence your studies and scholarship.
5. If you remain enrolled while your scholarship is suspended, this period of enrolment will be deducted from the scholarship duration. It is therefore recommended that scholarship holders suspend their candidature for the same period as their scholarship if they do not wish to reduce the period of their scholarship.

## Completed applications should be submitted to your Research Administrator for RAO approval and then forwarded to the Scholarships Coordinator:

**Scholarships Coordinator**  
University Graduate School  
University of Technology, Sydney  
Level 7, Building 1, Broadway  
P.O. BOX 123,  
BROADWAY NSW 2007

## Section 1: Student to complete

Title: \_\_\_\_\_ First name/s: \_\_\_\_\_ Family name: \_\_\_\_\_

Student number: \_\_\_\_\_ Faculty/Institute: \_\_\_\_\_

Degree Name: \_\_\_\_\_ Course code: \_\_\_\_\_

Postal address: \_\_\_\_\_

Post code: \_\_\_\_\_

Email address: \_\_\_\_\_ Contact Tel: \_\_\_\_\_

### Leave of Absence (suspension) request details

Which semester/s are you applying for Leave? \_\_\_\_\_

Reason for applying for Leave (please attach additional information or documents if necessary):

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Have you previously been granted Leave for the degree in which you are currently enrolled? (please tick)

No

Yes

If yes, please provide details of year(s) and Semester(s): \_\_\_\_\_

Please indicate the type of scholarship/s that you currently hold:

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Scholarship holder's name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 2: Supervisor to complete

Do you support this request for Leave of Absence from candidature and suspension of scholarship?

Yes

No

Comments: \_\_\_\_\_

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Supervisor's name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 3: Responsible Academic Officer (RAO) to complete**

Do you support this request for Leave of Absence from candidature and suspension of scholarship?

Yes

No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RAO's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 4: University Graduate School use only**

UGS Approval:

Yes

No

Signature - Dean, UGS \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOA processed (schols):

Yes

LOA processed (A and P team):

Yes

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_