

Application for Leave from HDR Studies

Higher Degree by Research Students



Important note for International Students studying in Australia: International Onshore Students can only take a Leave of Absence due to compassionate or compelling circumstances (e.g. illness, bereavement) in accordance with [Standard 9 - Education Services for Overseas Students \(ESOS\) Act 2000](#). International Onshore Students are advised to contact the [Department of Home Affairs](#) and seek advice on how a Leave of Absence period may affect their student visa. In accordance with this standard Curtin University will report changes to an overseas student's enrolment.

Student Details		
STUDENT ID	SURNAME	GIVEN NAME/S
STUDENT EMAIL	CONTACT NUMBER	
COURSE TITLE (e.g. Doctor of Philosophy – Social Work)	COURSE CODE (e.g. DR-OTSW)	
Domestic ☐ or International Student ☐		

A. Leave of Details
1. Do you have a current scholarship administered through Curtin University? Yes ☐ No ☐
<i>NOTE – If the proposed start date is 10 working days before the next pay cycle it will incur a scholarship overpayment</i>
SCHOLARSHIP TITLE:

Please select the leave type/s being applied for - you will recommence your studies the day after your leave end date.

Leave Type	Details	Start Date	End Date
Leave of Absence	LOA's can only be granted for a minimum period of 1 month.		
Annual Leave	Non-scholarship Students are entitled to 20 days annual leave per annum, this cannot be accumulated year to year. No extra tenure is given to enrolment.		
	RTP Scholarship recipients are entitled to 20 working days paid annual leave per year, this does not extend scholarship tenure. For all other scholarships check your Conditions of Award.		
Sick Leave	Non-scholarship Students do not need to apply for sick leave if it is less than one month duration. No extra tenure is given to enrolment.		
	RTP Scholarship recipients are entitled to 10 working days paid sick leave per year, this does not extend scholarship tenure. For all other scholarships check your conditions of award.		
Collaborative Leave	Students involved in a collaborative scholarship must submit this form when they depart to study at their non-Curtin collaborative institution.		
Internship Leave	Scholarship recipients wishing to undertake an internship must take leave from their current scholarship to do so.		
Maternity Leave	RTP Scholarship recipients are entitled to 60 working days paid maternity leave after 12 months from their enrolment start date. This leave will extend the tenure of your scholarship.		

Additional Sick leave	RTP Scholarship recipients are entitled to 60 working days additional paid sick leave if they have exhausted their sick leave and can provide a medical certificate. This leave will extend the tenure of your scholarship.		
Parental Leave	RTP Scholarship recipients are entitled to 10 working days paid parental leave after 12 months from their enrolment. This leave will extend the tenure of your scholarship.		
Overseas Data Collection Leave	All HDR students must seek approval <u>prior</u> to departure to travel overseas during enrolment. A maximum period of 12 months per enrolment after completing 12 months of enrolment applies. Travel is not approved after the completion of Milestone 3. Scholarship recipients are not entitled to receive stipend payments from Curtin whilst offshore unless approved overseas data collection leave has been granted prior to departure. <i>(please complete section B)</i>		

B. Overseas Data Collection Leave ONLY

- Have you passed Milestone 1? ☐ Yes ☐ No, you cannot seek overseas travel
- Have you passed Milestone 3? ☐ Yes, you cannot seek overseas travel ☐ No
- Have you been granted overseas travel previously? ☐ Yes ☐ No
If yes, indicate the previous duration (months):
- Has your travel been authorized by Travel Operations Portal (TOP)?
☐ Yes, enter the TOP ID ☐ No, you cannot seek overseas travel

C. Leave Reasons

DETAIL THE REASONS FOR YOUR LEAVE REQUEST

Note - If your leave start date has already passed, detail the circumstances as to why approval was not sought prior to taking leave. (Attach relevant supporting documentation e.g. medical certificates, travel approvals, statements of support)

D. Student Declaration

- ☐ I acknowledge that if I am in receipt of a current Curtin University administered scholarship, failure to submit this application in a timely manner, may result in my requirement to repay any overpaid scholarship amounts.
- ☐ If taking a Leave of Absence, I understand that my enrolment and any associated scholarship payments administered by Curtin University will be suspended during my approved period of leave.
- ☐ If I am an international student I have sought the appropriate advice from the Department of Immigration and Border Protection regarding the implications this request may have on my visa.
- ☐ I confirm that the information I have provided on this application including any supporting documentation, is true and accurate to the best of my knowledge.
- ☐ I acknowledge that failure to recommence my studies at the expiration of my approved leave may result in the cancellation of my enrolment and the cancellation of any associated scholarships.

Student Signature:

Date submitted:

E. School Recommendation (Provide this document to your supervisor)

Please consider the following statements before endorsing this leave request:

- Is this leave retrospective?
- Is this international student going to require a further COE or visa extension?
- Is the student on a scholarship which has been overpaid?
- Is any scholarship funded by an external provider or grant that has time constraints on completion?
- Is the student likely to submit their thesis by their Fully EFTSL Consumed (FEC) date?

SUPERVISOR - It is recommended that this application for Leave be: ☐ APPROVED ☐ DECLINED

COMMENTS:

NAME OF SUPERVISOR

SIGNATURE

DATE

DIRECTOR OF GRADUATE RESEARCH - It is recommended that this application for Leave be:

COMMENTS:

☐ APPROVED ☐ DECLINED

NAME OF DIRECTOR OF GRADUATE RESEARCH

SIGNATURE

DATE

Once all the above sections are completed please email this form along with any supporting documentation to:

ROC.GRS@curtin.edu.au

F. Dean of Graduate Research Recommendation

The Dean of Graduate Research (ADVCRE delegate) will review and determine if leave can be approved where the period of leave extends beyond 12 months accumulated throughout enrolment, is before the completion of Milestone 1 or is overtime.

DEAN OF GRADUATE RESEARCH - It is recommended that this application for Leave be:

COMMENTS:

☐ APPROVED ☐ DECLINED

NAME OF DEAN OF RESEARCH

SIGNATURE

DATE