# Leave of Absence
For research degree students

Before completing this form please consult the guidelines for Leave of Absence which can be found at: [http://w3.unisa.edu.au/researchstudents/forms/default.asp](http://w3.unisa.edu.au/researchstudents/forms/default.asp)

## PART 1: STUDENT DETAILS

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Are you an international sponsored student?
*If yes, please review part 3 and complete if required*

| ☐ Yes | ☐ No |

Are you an international student visa holder?
*If yes, please review part 3 and complete if required*

| ☐ Yes | ☐ No |

## PART 2: LEAVE DETAILS

Before completing and submitting this form please consider the following information:

- You may only take a leave of absence during provisional enrolment where there are exceptional circumstances.
- Normally, a leave of absence will not be approved if you have exceeded your allocated period of candidature.
- Leave will be considered retrospective if the commencement date of the leave falls within a Research Period that has ended. Retrospective leave will only be approved in special circumstances, which are those that include but are not limited to, medical, family, personal, employment or course-related circumstances which:
  - were beyond your control, and
  - did not make their full impact until on or after the census date; and
  - the circumstances made it impracticable for you to complete the requirements of the research degree during the study period in which you enrolled.
- You will be notified by Student and Academic Services (SAS) of the outcome of your application. You must not assume that your request has been approved unless you have been notified by SAS.

For further details please refer to [http://w3.unisa.edu.au/researchstudents/forms/default.asp](http://w3.unisa.edu.au/researchstudents/forms/default.asp)

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**Reason:**

- ☐ Sick Leave *(supporting documentation may be required)*
- ☐ Maternity/Parental *(doctor’s certificate required indicating expected date of confinement)*
- ☐ Carers / family / adoption *(Supporting documentation required)*
- ☐ Personal *(for international students this reason must meet the grounds for compassionate and compelling circumstances as set out in the Academic Regulations for Higher Degrees by Research)*
- ☐ Recreation leave *(only requires supervisor approval)*
- ☐ Jury Duty *(letter from the Office of the Sheriff and Juror Claim Form required)*
- ☐ Other. Please specify:

*Please attach supporting documentation AND separate sheet with detailed explanation of reasons for leave*

**International students visa holders ONLY**

*Part 3 of this form must be completed where there are compassionate and compelling circumstances*
## PART 3: INTERNATIONAL STUDENTS ON A STUDENT VISA (where appropriate)

This section is to be completed by a Student Advisor/International Student Officer in the Student Engagement Unit (SEU).

Refer to: [http://w3.unisa.edu.au/current-students/StudentServices/GetInTouch.html](http://w3.unisa.edu.au/current-students/StudentServices/GetInTouch.html)

Approval on the basis that compassionate and compelling circumstances exist:

| □ Granted | □ Not Granted |

**For international sponsored students:**

Approval obtained from the International Sponsor Relations team ([international.sponsors@unisa.edu.au](mailto:international.sponsors@unisa.edu.au)) and the University of South Australia.

*(Please provide supporting documentation for the approval)*

| □ Yes | □ No |

| International Sponsor Relations contact: | |
| International Student Advisor Name | |
| International Student Advisor Signature | |

## PART 4: STUDENT DECLARATION

- I understand that it is my responsibility to notify any relevant agency (e.g., Centrelink) of this change to my enrolment.

- I understand that it is my responsibility to advise my supervisor and Student and Academic Services if I plan to extend my leave of absence and that any request for extension must be made on the appropriate form before my current leave ends.

- I understand that if I am in receipt of a stipend scholarship and I take unpaid leave, my scholarship payments will not resume until I have notified Student and Academic Services of my return from leave.

**International students on a student visa ONLY:**

- I understand that if this leave of absence is approved, any changes to my enrolment and study program will be advised to the Department of Immigration and Border Protection (DIBP) by the University and may result in the cancellation of my current Confirmation of Enrolment (CoE), which may affect my student visa.

- I understand that while studying in Australia I am required to:
  - hold a current CoE that is valid for the duration of my study program;
  - hold a valid student visa that aligns with my CoE;
  - maintain valid health insurance for the duration of my study program; and
  - meet all conditions and requirements of my student visa as advised by the DIBP

| Student signature | |
| Date | |
### PART 5: SUPERVISOR COMMENTS / SUPPORT

**Research degree student’s progress to date:**

- [ ] Satisfactory
- [ ] Satisfactory, but there are some concerns
- [ ] Unsatisfactory

**Leave of absence is administrative due to supervision issues or to manage unsatisfactory progress**

- [ ] Yes
- [ ] No

**Comments:**

Milestones established for the six months from the research degree students return from leave *(A detailed study plan must be attached where the period of leave exceeds 4 weeks):*

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<th>Supervisor Name</th>
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<td>Supervisor Signature</td>
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### PART 6: RESEARCH EDUCATION PORTFOLIO LEADER (or equivalent) APPROVAL

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<th>REPL (or equivalent) Name:</th>
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<td>REPL (or equivalent) Signature</td>
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- **In line with Clause 4.10 of the Academic Regulations**, for periods of leave that exceed 6 months, where total leave taken during candidature exceeds 6 months and/or where total leave taken during candidature exceeds 24 months, Student and Academic Services must obtain approval from the appropriate Associate Dean: Research Education (or equivalent) and/or the Dean of Graduate Studies.

- **Staff only:** Please check and submit the completed form to Scholarships and Candidature, Student and Academic Services via research.students@unisa.edu.au