

① Before completing this form please consult the guidelines for Leave which can be found at:  
<https://i.unisa.edu.au/students/research-students/student-forms/>

## PART 1: STUDENT DETAILS

Student ID	
First Name	
Family Name	

This form is to be used for all types of leave from your program. Before completing and submitting this form please consider the following information:

- Leave of Absence is to be used for periods where you cannot undertake research work to progress within your research degree.
- You may take a Leave of Absence after enrolling, but not within the provisional enrolment period, unless there are exceptional circumstances.
- ① • Leave of Absence will not be approved for a research degree student who has exceeded the allocated period of candidature, except when approved by the relevant Dean of Research (or delegate), due to exceptional circumstances.
- Retrospective Leave of Absence will not be approved, except in exceptional circumstances, supported by documentary evidence. Leave of Absence is considered retrospective if the commencement date of the leave falls within a Research Period that has ended.
- 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 <https://i.unisa.edu.au/students/research-students/student-forms/>

## PART 2: LEAVE TYPE REQUESTED

- Recreation Leave – complete Section A (page 2)
- Other Leave – complete Section B (pages 3 – 4)

**SECTION A: RECREATION LEAVE**

**PART 3: RECREATION LEAVE**

① If you wish to apply for Recreation leave, please complete section A. Note: Recreation leave does not extend the duration of your program or scholarship.

<b>Leave start date:</b>		<b>Leave end date:</b>	
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**PART 4: SUPERVISOR APPROVAL**

Supervisor Name:			
Position Title			
Supervisor Signature:			Date

① If you're only applying for Recreation leave the remainder of the form does not need to be completed.

## SECTION B: OTHER LEAVE

### PART 5: LEAVE OF ABSENCE

①	Leave of Absence is to be used for periods where you cannot undertake research work to progress within your research degree.		
<b>Leave start date:</b>		<b>Leave end date:</b>	
<b>Reason:</b>			
<input type="checkbox"/> Sick Leave (stipend holders refer to <a href="#">Scholarship Benefits and Conditions</a> for entitlements) <input type="checkbox"/> Maternity/Parental ( <i>doctor's certificate required indicating expected date of confinement</i> ) <input type="checkbox"/> Carers / family / adoption ( <i>Supporting documentation required</i> ) <input type="checkbox"/> Personal ( <i>Note- for stipend recipients, this will be recorded as unpaid leave. For International international student visa holders are only permitted to take this leave on the grounds of exceptional circumstances. If applicable to you, complete PART 6 of this form</i> ) <input type="checkbox"/> Jury Duty ( <i>letter from the Office of the Sheriff and <a href="#">Juror Claim Form</a> required</i> ) <input type="checkbox"/> Other. Please specify:			
<i>Please attach supporting documentation AND separate sheet with detailed explanation of reasons for leave</i>			

**International students visa holders ONLY**  
 Part 6 of this form must be completed where there are exceptional circumstances

### PART 6: INTERNATIONAL STUDENT VISA HOLDERS (Personal leave only)

①	This section is to be completed by a Student Advisor/International Student Officer in the Student Engagement Unit (SEU). Refer to: <a href="https://i.unisa.edu.au/students/student-support-services/international-student-services/contact-a-student-adviser/">https://i.unisa.edu.au/students/student-support-services/international-student-services/contact-a-student-adviser/</a>  <b>For international sponsored students:</b> Approval needs to be obtained from the International Sponsor Relations team ( <a href="mailto:international.sponsors@unisa.edu.au">international.sponsors@unisa.edu.au</a> ) and the University of South Australia.		
International Sponsor Relations Contact Name:			
International Sponsor Relations Contact Signature:		Date	
International Student Advisor Name:			
International Student Advisor Signature:		Date	

**PART 7: STUDENT DECLARATION**

- I understand that it is my responsibility to notify any relevant agency (eg Centrelink) if this leave changes my enrolment.
- I understand that it is my responsibility to advise my supervisor and Student and Academic Services if I wish 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 an application for a Leave of Absence is approved, any changes to my enrolment and study program will be advised to the Department of Home Affairs 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
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**PART 8: APPROVALS****Research degree student's progress to date:**

<input type="checkbox"/>	Satisfactory
<input type="checkbox"/>	Satisfactory, but there are some concerns
<input type="checkbox"/>	Unsatisfactory
<input type="checkbox"/>	Has the student submitted a study plan detailing milestones established for the six months upon returning from leave? (A detailed study plan must be attached where the period of leave exceeds 20 working days.)

Supervisor Name:		
Position Title		
Supervisor Signature:		Date

① In line with Section C16 of the [Procedure AB-58 P4 Research Degrees Leave](#) for periods of six (6) months or greater, or where a research degree student has already taken six (6) months Leave of Absence in total, or where the requested Leave of Absence will result in a total period of Leave of Absence greater than six (6) months, approval must be obtained from the appropriate Dean of Research (or delegate).

Dean of Research (or delegate) Name		
Dean of Research (or delegate) Signature		Date

① In line with Section C19 of the [Procedure AB-58 P4 Research Degrees Leave](#), for periods in excess of 24 calendar months, research degree students must apply to the Dean of Graduate Studies. These applications must be made through the Scholarships and Candidature Team, SAS. Any application for this Leave of Absence must be justified by the research degree student and must include a supporting statement from the Principal Supervisor and be supported by the relevant Dean of Research (or delegate).

✓ **Staff only:** Please check and submit the completed form to Scholarships and Candidature, Student and Academic Services via [research.students@unisa.edu.au](mailto:research.students@unisa.edu.au)