



LEAVE OF ABSENCE (LOA) APPLICATION

APPLICATION DEADLINES:

31 MARCH (AUTUMN SESSION) & 31 AUGUST (SPRING SESSION)

1. Students are eligible to apply for leave of absence (LOA) from the beginning of the second session of enrolment.
2. HDR students may be granted LOA for one year or, in exceptional circumstances, up to two years, by the delegated authority provided that the student has the written consent of his/her supervisor.
3. Applications based on exceptional circumstances must be supported by appropriate documentary evidence (ie Medical certificate).
4. LOA may only be approved for entire sessions. It is not possible to take a part-session leave of absence.
5. International students on student VISAs may take LOA only in specific circumstances, as outlined in the General Course Rules, Enrolment and Variations, Clause 42. https://www.uow.edu.au/about/policy/UOW058680.html#P236_15265

Student Name					Student number			
Degree					Email			
Faculty								
School								
Principal Supervisor								
Co-Supervisor								
Year								
Session	Autumn				Spring			
	Trimester 1			Trimester 2		Trimester 3		
Have you taken a previous leave of absence?								
If yes, provide session details								
Reason for request / supporting information								
<i>For international students only</i> – Revised expected course end date: <i>This must be provided for the purpose of extending your CoE.</i>								
Student signature					Date			
Supervisor signature					Date			
I confirm that the Faculty/AIIM supports the request for a leave of absence.								
Head of Postgraduate Studies/ OR Associate Dean (Research)/ OR Deputy Dean/ OR Executive Dean/ OR Dean of Research					Date			
Signature								

Please note that the application will not be processed without the relevant signatures

**PLEASE FORWARD A COPY OF THE COMPLETED APPLICATION TO THE GRADUATE RESEARCH SCHOOL
GRADUATE-RESEARCH-SCHOOL@UOW.EDU.AU**