



LEAVE OF ABSENCE (LOA) APPLICATION

- Changes to enrolment must be processed by the census date for each session. We ask that you submit any required documentation to the Graduate Research School by **24 March for Autumn Session** and **24 August for Spring Session**, to allow for processing time.
- Higher Degree Research (HDR) candidates are eligible to apply for leave of absence (LOA) from the beginning of the second session of enrolment.
- HDR candidates may be granted LOA for one year or, in exceptional circumstances, up to two years, by the delegated authority provided that the candidate has the written consent of his/her supervisor.
- Applications based on exceptional circumstances must be supported by appropriate documentary evidence (ie Medical certificate).
- LOA may only be approved for entire sessions. It is not possible to take a part-session leave of absence.
- International HDR Candidates on Student Visas may take LOA only in specific circumstances, as outlined in the HDR Award Rules, Clause 22. https://www.uow.edu.au/about/policy/UOW058680.html#P236_15265

HDR Candidate Name						
Student Number						
Degree						
Faculty						
School						
Principal Supervisor						
LOA Year						
LOA Session	Autumn (February)			Spring (July)		
	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> – NEW proposed thesis submission date <i>This must be provided for the purpose of extending your CoE.</i>						
HDR Candidate Signature					Date	
Supervisor Signature					Date	
I confirm that the Faculty/AIIM supports the request for a leave of absence.						
Head of Postgraduate Studies Name					Date	
Head of Postgraduate Studies Signature						

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

PLEASE EMAIL A COPY OF THE COMPLETED APPLICATION TO THE GRADUATE RESEARCH SCHOOL
graduate-research-school@uow.edu.au