

**THE UNIVERSITY OF HONG KONG**  
Application for Leave  
 (Research Postgraduate Student)

***Please read the leave regulations in Annex I before completing this form.***

**A. FOR COMPLETION BY STUDENT**

1. Name: \_\_\_\_\_ University no.: \_\_\_\_\_  
   (Surname)    (First Name)

Department: \_\_\_\_\_ Date of registration: \_\_\_\_\_ Study mode: FT/PT\*

Normative Study Period<sup>^</sup>: \_\_\_\_\_

<sup>^</sup> Students who have been granted extension of candidature cannot apply for leave after the normative study period.

Degree registered: (*please tick as appropriate*)

- MPhil  
 PhD (Recipient of Hong Kong PhD Fellowship?  Yes  No )  
 Joint PhD (Partner Institution: \_\_\_\_\_)

2. Purpose and Details of Leave (*please tick as appropriate*)

Vacation Leave

Study Leave

Reason(s) (Please tick all applicable options):

- Conference attendance  
 Field trip and/or data collection  
 Exchange<sup>1</sup> (Host institution: \_\_\_\_\_ (Country: \_\_\_\_\_))  
 Study at Partner Institution (for Joint PhD programmes only)<sup>2</sup>  
 Others (Please specify: \_\_\_\_\_)

***Notes:***

1. Please attach a copy of any documentation regarding the exchange arrangement to this application.  
 2. Joint PhD students are expected to spend half of their study period at the partner institution, and are allowed to take study leave of up to half of their period of study. In addition, a blanket approval has been granted by the Board of Graduate Studies to allow joint PhD students to take study leave exceeding half of their study period, provided that the relevant Joint PhD Committee has approved the individual student's study plan in accordance with the requirement that joint PhD students can spend a maximum of 60% of their study period at the partner institution.

Non-study Leave

Reason(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sick Leave (Please refer to Annex I and attach a certificate signed by a registered medical practitioner as appropriate)

3. Period of Leave Requested: \_\_\_\_\_ days (*Note: Any intervening Sundays and public holidays should be counted for all kinds of leave, except for vacation leave and sick leave. For vacation leave and sick leave taken on or after January 1, 2012, Saturday is counted as a half day.*)

Exact dates: from \_\_\_\_\_ to \_\_\_\_\_

4. I will/will not\* leave Hong Kong for \_\_\_\_\_ (destination) from \_\_\_\_\_ to \_\_\_\_\_.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\* Delete as appropriate

**B. ENDORSEMENT FROM SUPERVISOR**

- I support the grant of leave
  - for the period stated in section A3
  - for the period from \_\_\_\_\_ to \_\_\_\_\_
- I do not support the grant of leave for the activity described.  
Remarks (if any): \_\_\_\_\_  
\_\_\_\_\_

Name of Supervisor (Primary): \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**C. FOR DEPARTMENTAL OFFICE USE**

1. Amount of leave already taken since commencement of study, excluding the period now applied for:

(a) Study Leave:	_____ days
(b) Non-study Leave:	_____ days
(c) Vacation Leave:	_____ days
(d) Sick Leave	_____ days
(e) Total Leave Period (a+b+c+d):	_____ days

2. Last period of leave taken: \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_

3. For student taking *vacation leave only*

Amount of vacation leave already taken in the present 12-month period (counting from first registration), excluding the period now applied for: \_\_\_\_\_ days.

**D. DECISION OF DEPARTMENTAL RESEARCH POSTGRADUATE COMMITTEE (DRPC)**

(DRPC may approve leave of absence of up to one month. Leave of absence exceeding one month shall be approved by FHDC, on the recommendation of DRPC)

- I recommend/approve\* the grant of leave
  - for the period stated in section A3
  - for the period from \_\_\_\_\_ to \_\_\_\_\_
- I do not recommend/approve\* the grant of leave.  
Remarks (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
DRPC Chairperson, on behalf of the DRPC

**E. DECISION OF FACULTY HIGHER DEGREES COMMITTEE (FHDC)**

(For application for leave of absence exceeding one month only.)

- I approve the grant of leave
  - for the period stated in section A3
  - for the period from \_\_\_\_\_ to \_\_\_\_\_
- I do not approve the grant of leave.  
Remarks (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
FHDC Chairperson, on behalf of the FHDC

**F. FOR FACULTY OFFICE USE (NON-STUDY LEAVE ONLY)**

The study period of the student will be extended to \_\_\_\_\_ (minimum/normative\* period); and  
\_\_\_\_\_ (maximum period, if applicable).

\* Delete as appropriate

cc: Student  
Departmental Office  
Faculty Office  
ASE (Student Records Office) - Only for applications for **study leave** and **non-study leave**  
FEO - Only for applications for **study leave** and **non-study leave**  
Research Services - Only for applications for **study leave** and **non-study leave** for **PGS holders**  
CEDARS - Only for applications for **non-study leave** from **non-local students**

November 2014

**Leave of Absence**

Type of Leave		Relevant Regulations
<b>Vacation Leave (For full-time students only)</b>		Up to <b>14 days (excluding Sundays and public holidays)</b> in each 12-month period during the normative study period ( <i>Notes 1 &amp; 2</i> )
<b>Study Leave</b>	<b>Min. leave period</b>	Nil
	<b>Max. leave period</b>	A <b>cumulative period of 12 months</b> for study leave for the entire period of study
<b>Non-study Leave</b>	<b>Min. leave period</b>	7 calendar days
	<b>Max. leave period</b>	A <b>cumulative period of 12 months</b> for non-study leave for the entire period of study
<b>Sick Leave (w.e.f. January 1, 2012)</b>		<p>An MPhil/PhD student who needs to be away from his/her study because of illness shall take sick leave.</p> <ul style="list-style-type: none"> <li>• The student shall inform his/her supervisor and Department immediately of his/her sick leave.</li> <li>• For sick leave of 3 days or above, the student shall submit an application for sick leave with a certificate signed by a registered medical practitioner as far as possible.</li> <li>• For sick leave over 7 days, the student shall submit an application for sick leave and it must be accompanied by a certificate signed by a registered medical practitioner.</li> <li>• If the student needs to be away from his/her study because of illness for a longer period of time where his/her study progress may be affected, he/she should take non-study leave instead of sick leave.</li> </ul>

**Notes:**

1. For vacation leave taken on or after 1 September 2006, Sundays and public holidays will not be counted in the total number of days of vacation leave taken. Also, Saturday is counted as a half day for vacation leave taken w.e.f. January 1, 2012.
2. If students would like to take more than 14 days of vacation leave in one year, they may be allowed to advance the following year's vacation leave, subject to approval from the supervisor and the Departmental Research Postgraduate Committee (DRPC). The maximum number of days of vacation leave that can be advanced is 5 days. If students would like to advance more than 5 days, they are advised to take non-study leave on top of the vacation leave instead.
3. In addition to the above regulations, holders of Hong Kong PhD Fellowships (HKPF) have to observe the terms and conditions as stipulated by the Research Grants Council regarding leave of absence.
4. Joint PhD students are expected to spend half of their study period at the partner institution, and are allowed to take study leave of up to half of their period of study. In addition, a blanket approval has been granted by the Board of Graduate Studies to allow joint PhD students to take study leave exceeding half of their study period, provided that the relevant Joint PhD Committee has approved the individual student's study plan in accordance with the requirement that joint PhD students can spend a maximum of 60% of their study period at the partner institution.

THE UNIVERSITY OF HONG KONG  
DEPARTMENT OF CHEMISTRY

To: Head of Department

**Vacation Leave/Study Leave/Personal Leave**

I confirm that:

- I have no assigned laboratory demonstration, exam. invigilation or other departmental duties during the period of leave.
- I have assigned laboratory demonstration/exam. invigilation/departmental\* duties during the period of leave but approval to be absent has been sought and special arrangement has been made as follows:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please delete as appropriate.