

NATIONAL UNIVERSITY of SINGAPORE
APPLICATION FOR LEAVE OF ABSENCE
(FOR GRADUATE RESEARCH STUDENTS WHO ARE NOT RESEARCH SCHOLARS)

Instructions:

1. This form is applicable to graduate research students who are self-financing (including those whose research scholarship had expired)
2. This application must be submitted by the student at least two weeks prior to the proposed leave period through the supervisor(s). Any relevant supporting documentary evidence (e.g. medical certificates, letter of support from employer, etc) should be attached.
3. For Leave of Absence, upon your return, please inform the Department staff (through your supervisor) the date of return via email (dbsex12@nus.edu.sg)

Section A: To be completed by STUDENT & submitted to supervisor(s) at least 2 weeks before proposed leave period			
Name:		Registration No:	
Degree Registered:		Department:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time If part-time, state effective date of conversion from full-time to part-time, if applicable: <div style="text-align: right;">(dd/mm/yyyy)</div>		To be completed by NUS Research Scholars only: Award start date: (dd/mm/yyyy) Award expiry date: (dd/mm/yyyy)	
Occupation:		Name of Employer:	
Date Admitted:		Date of Maximum Candidature: Leave period required exceeds maximum candidature <input type="checkbox"/> Yes <input type="checkbox"/> No	
Period of leave required:		From (dd/mm/yyyy)	To (dd/mm/yyyy)
Previous leave granted:		Duration (Mth(s) / Yr(s))	
_____		_____	_____
_____		_____	_____
_____		_____	_____
Place(s) of visit <u>outside Singapore</u> during leave:			
Reason(s) for this application: <i>(attach separate sheet if necessary; any relevant supporting documentary evidence should be attached)</i>			

_____		_____	
Student's Signature		Date (dd/mm/yyyy)	

Section B: To be completed by SUPERVISOR(s) & forwarded to Head of Department

Application for Leave is **Supported** **Not Supported**

For Research Scholars Only:

If leave period is less than a month, is research scholarship to be suspended? **Yes** **No**

[Note: Scholarship will be automatically suspended if leave period is exceeds a month.]

Comments (attach separate sheet if necessary):

Name

Signature

Date (dd/mm/yyyy)

Section C: To be completed by HEAD OF DEPARTMENT & forwarded to Registrar (where leave period *does not exceed* current maximum candidature)

(i) Period of leave does not exceed current maximum period of candidature, application is

Approved **Not Approved**

For leave of absence of more than 6 months, research candidature to be extended as well?

Yes Candidature to be extended by _____ months. **No**

(ii) Period of leave exceeds current maximum period of candidature, application is

Supported (Please forward to Vice-Dean (RGS) for approval) **Not Supported**

Comments (if any):

Name

Signature

Date (dd/mm/yyyy)

Section D: To be completed by VICE-DEAN (RGS) & forwarded to Registrar

Application for Leave of Absence (exceeding maximum candidature) is

Approved **Not Approved**

For leave of absence of more than 6 months, research candidature to be extended as well?

Yes Candidature to be extended by _____ months. **No**

Note: For Leave of Absence exceeding 2 years (cumulative), BGS approval is required.

Comments (if any):

Name

Signature

Date (dd/mm/yyyy)