



APPLICATION FOR LEAVE/SICK LEAVE/OVERSEAS FIELDWORK**

Please read the attached frequently asked questions and complete the checklist before submitting your application for leave form to ensure your request is processed correctly.

This application refers to the following (please tick relevant box/es):

- 1 **Leave of Absence from Research** (Does not include Annual Leave of up to 20 days per year - please see attached information)
- 2 **Sick Leave*** (Doctor's Certificate covering period of illness required – International requests for onshore leave only – please see attached information)
- 3 **Maternity Leave*** (Domestic Students only – please see attached information Letter from Doctor or Certified copy of Birth Certificate required)
- 4 **International Student Notification of Short Leave** (for leave up to 20 days per year approved by supervisor – see attached)
- 5 **Overseas Fieldwork** (International Students only – please see attached information) **

*Extends Candidature timelines for completion – may not extend to all scholarship rules (if applicable) – refer to Scholarship rules

**Overseas Fieldwork applications are only required from internal International students travelling outside Australia

[Please complete all detail in BLOCK PRINTING]

QUT Student Number		Course Code:
Student Name	Surname or Family Name	
	Given Names	
Contact Details <small>Only complete if details have changed from previous advice</small>	No and street (or PO Box no)	
	Suburb or town	State
	Aust Postcode	
	Country (only if not Australia) TAIWAM	
Telephone		Email
Research Centre	Information Retrieval and Web Intelligence	Faculty
School		Campus
International Student	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Scholarship Holder	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, when does your scholarship end?
	If yes, what type scholarship do you hold? (APAI Scholarship recipients require a letter of support from their industry partner.)	
	If yes, please detail previous approved leave taken.	
The first working day LEAVE is to take effect from:		The first working day of RETURN to study:
Candidate's Comment: (attach additional page/s if required)		
<p>International students only – please include location of fieldwork if outside Australia and update your contact details on QUT Virtual as required – International student must update their address details with QUT and DIMIA within 7 days of any change – this is a condition of all student visas.</p>		
Principal Supervisor's Comment: (attach additional page/s if required)		
Student's Signature:		Student's Email Address:
YOUR APPLICATION SHOULD BE APPROVED/SIGHTED BY THE FOLLOWING FACULTY STAFF:		
Please pass to the next signatory within 48 hours. Notification of approvals will be emailed to the addresses below		
	SIGNATURE	DATE
Principal Supervisor		@qut.edu.au
Director of Research Centre/ Head of School or nominee		@qut.edu.au
Head of School (if required)		@qut.edu.au
Faculty Research Committee Chair or nominee		@qut.edu.au
Faculty PG Admin should forward this form internally to: <i>Candidature Officer, Research Students Centre O Block Podium, QUT Gardens Point</i>		Signed (PhD Candidates only): Chair, Research Degrees Committee

It is the responsibility of the candidate to be conversant with current course rules/regulations governing his/her candidature.

Office use only RDC Appendix Email RM Callista SBS Other

Domestic Students Leave of Absence Frequently Asked Questions and Checklist

Do you need to apply for Leave?

Students will receive up to 20 days recreation leave and ten days sick leave for each year of the *award*. These leave entitlements may be accrued over the life of the *award* but will be forfeited when the *award* is terminated. These leave entitlements can be taken at any time within the term of the award by agreement with the supervisor and do not require Research Degrees Committee approval or notification.

In addition, a period of leave that is not recreation leave and is up to a maximum of 20 days in one block or cumulative over the term of the award, can be negotiated with your supervisor without ceasing your award and without informing the Administrative Officer (Scholarships) and Research Degrees Committee. You and your supervisor must maintain a written record of any such agreement. This kind of leave should be taken, keeping in mind that your Doctorate or Masters milestone dates will not be adjusted and satisfactory progress must be maintained.

Periods of leave greater than 20 days, must be applied for to Research Degrees Committee on the Leave of Absence form.

Please note that Leave of Absence, including any leave taken in consultation with your supervisor that is less than 20 days, will not be grounds for an extension of scholarship. All leave must be managed so that it has no adverse impact on the satisfactory completion of your PhD milestones. If this will not be the case, then please apply for unpaid leave of absence and suspension of your scholarship using the Leave of Absence form.

How long does it take to gain approval for leave?

You must apply for leave at least 4 weeks prior to ensure that you are advised of approval prior to taking the proposed leave. Late and Retrospective leave applications will be considered but must include advice explaining the reasons for the late application.

What are the Scholarship and Stipend implications?

Students should refer to the relevant scholarship and stipend rules or guidelines so they can fully consider the implications of the proposed leave.

What are the Fee and Refund implications?

Please note that there may be tuition and guild fee implications for students intending to take Leave of Absence. Requests for tuition and guild fee refunds can only be made for full semester leave and must be made on the Application for Student Fee Refund (SFR form), with appropriate supporting documentation and submitted to Student Business Services. (SFR Form:

http://www.studentservices.qut.edu.au/pdfs/forms/sfr_frm.pdf

Domestic Research Students Checklist

- I hold a scholarship and have consulted my original documentation to ensure my eligibility for Leave as I am aware differing conditions apply to different types of Scholarships. Scholarship Holders are not paid while on Leave, unless they have approved sick leave or maternity leave. This form is sufficient notice for requesting suspension of scholarship.
- I have included with this application necessary document as required (e.g., medical certificates, workers compensation papers, industry partner letter etc.)
- I am a PhD student and am aware that the regulations state I may not take leave prior to completing Stage 2.

When and how do you need to advise Returning from Leave?

Research students must notify the Research Students Centre at least two weeks before their approved date of return and confirm your return date in the first week you are back. Scholarship holders are strongly recommended to use the Return from Leave Advice form. Please include a revised-time line for your thesis completion with the Return from Leave Advice form. If you return to study on a weekend, please be advised that your scholarship (if applicable) will begin from the following Monday. Failure to do so may result in late payment of scholarship and lack of resources and support for your candidature.

International Students Leave of Absence Frequently Asked Questions and Checklist

Are you an International Research Student?

You are an international student if you are not a citizen of Australia or New Zealand, or have not been granted permanent residency or a permanent humanitarian visa in Australia. As per the conditions of your offer letter you are required to advise the Manager, International Student Business Services immediately in writing, if you gain Australian Permanent Resident status, New Zealand citizenship or an Australian Permanent Protection visa. If you hold temporary resident status you are regarded as an international student and depending on the conditions of your visa you may be able to study part time or full time for further information please contact qut.intadmission-e@qut.edu.au

When do you need to apply for leave?

Please advise immediately if your circumstances change. You must apply for leave at least 4 weeks prior to ensure that you are advised of approval prior to taking the proposed leave. Retrospective leave applications place the validity of your student visa at risk.

When does International Student Notification of Short Leave apply?

Students will receive up to 20 days recreation leave and ten days sick leave for each year of the *award*. In extenuating circumstances if additional days are required please contact qut.intadmission-e@qut.edu.au. This type of leave should be negotiated with your supervisor prior to the form being submitted notifying that leave is being taken. You and your supervisor must maintain a written record of any such agreement. This kind of leave should be taken, keeping in mind that your Doctorate or Masters milestone dates will not be adjusted and satisfactory progress must be maintained. You must submit the form ticking notification of leave and it must be signed off by your supervisor. Your notification of leave application will need to be verified by International Student Business Services to ensure that visa conditions are addressed.

What are the Grounds for taking Leave of Absence?

International students who hold a student visas are subject to visa conditions that restrict their opportunities to take Leave of Absence (LOA) from their course. QUT student rule 18.8 Approval of leave of absence states: (8) For international students, this rule is subject to any requirements or conditions for leave of absence specified in the [Educational Services for Overseas Students Act 2000 \(Cwth\)](#) (para 38 National Code of Practice).

ESOS legislation prescribes that the University must not allow international students on student visas to take Leave of Absence (LOA), except for the following reasons:

- Illness or medical condition

Your application for LOA should include medical certificates stating that the nature of illness prevents you from continuing your studies.

- Exceptional compassionate circumstances beyond your control, for instance bereavement or illness of a parent, grandparent or sibling.

Applications for LOA should include evidence that the circumstances are compassionate, exceptional and beyond your control.

The following examples are **not** grounds for Leave of Absence under ESOS legislation:

- Financial or study difficulties,
- Family obligations,
- Employment opportunities.

For exceptional circumstances you may apply for up to six months Leave of Absence. Please note that the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) may consider cancelling your visa if your reasons do not meet the exceptional circumstances criteria.

How will you know the leave is approved?

You will receive written advice about your application for LOA from International Student Business Services and approved LOA is reported to the Department of Multicultural and Indigenous Affairs (DIMIA). Please note that the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) may consider cancelling your visa if your reasons do not meet the exceptional circumstances criteria.

What are the Scholarship and Stipend implications?

International students who hold a student visa are subject to visa conditions that restrict their opportunities to take Leave of Absence (LOA) from their course. There are also implications for scholarships and stipends, students should refer to the relevant scholarship and stipend rules or guidelines so they can fully consider the implications of the proposed leave.

What are the Fee and Refund implications?

Please note that there are tuition and guild fee, and visa implications for international students intending to take Leave of Absence. Requests for tuition and guild fee refunds must be made on the International Refund (IR form), with appropriate supporting documentation and submitted to Student Business Services. (IR Form: www.studentservices.qut.edu.au/pdfs/forms/ir_frm.pdf)

For OSHC refunds, please contact your OSHC provider.

Please complete the checklist provided on the next page.

International Student Leave of Absence Checklist:

Scholarship holders

- I am a scholarship holder and have consulted my original documentation to ensure my eligibility for Leave as I understand that differing conditions apply to different types of Scholarships.
- I hold a QUT funded Scholarship and am aware that I will not normally be paid while on Leave. I have checked the rules to confirm if payment for approved sick leave or maternity leave is available. I am aware submission of this form is sufficient notice for suspension of scholarship if required under the rules.
- I am sponsored by my home government or other sponsors and am aware I can obtain information and assistance by contacting International Student Business Services qut.intadmission-e@qut.edu.au
- I receive home government Financial Aid under approved an program such as the US Federal Family Education Loan (FFEL) program, and am aware I can obtain information and assistance by contacting International Student Business Services qut.intadmission-e@qut.edu.au

PhD Students

- I am aware that the PhD regulations state I may not take leave prior to completing Stage 2.

All International Students

- I am aware of the fee and visa implications for international students intending to take Leave of Absence
- I am aware that I need to seek approval if I am planning undertaking international fieldwork as it may have fee or visa implications.
- I have included with this application: certified medical certificates and supporting official documentation
- I am aware that Confidential Advice and Counselling is available and that all international students are encouraged to speak to an International Student Adviser/Counsellor from International Student Services for confidential advice before making a final decision to apply for Leave of Absence Ph 3864 2019 or issadvice@qut.edu.au
- I am aware that International students on student visas can not remain in Australia during leave periods, however I can discuss this requirement if I contact qut.intadmission-e@qut.edu.au

When and how do you need to advise Returning from Leave?

If you have been approved leave of absence for a period up to 6 months, your student visa should remain valid for your return to Australia. However, you are strongly encouraged to confirm your student visa status with DIMIA (your closest Australian Diplomatic or High Commission) at least 2 months prior to your return to ensure that you are eligible to re-enter Australia. Please note that the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) may consider cancelling your visa if your reasons do not meet the exceptional circumstances criteria.

You are expected to return to QUT by the end of the specified Leave of Absence period and to enrol in full-time study. Failure to return without notification will result in discontinuation of your enrolment at QUT and cancellation of your student visa (if not cancelled previously). Please contact International Student Business Services on qut.intadmission-e@qut.edu.au for further information and assistance.

If your student visa has been cancelled or your student visa will expire prior to your return from Leave of Absence, please contact International Student Business Services on qut.intadmission-e@qut.edu.au two months prior to your return to organise a new eCOE. Please note that in some countries it may take longer than 2 months to apply for another student visa, and therefore you need to ensure you contact QUT in plenty of time to return to your studies. You will need to provide evidence of current Overseas Student Health Cover (OSHC) in order to apply for a new student visa.

If you do not intend to return from Leave of Absence at the expected time you should inform QUT.

If you do not return from Leave of Absence by the specified date and in the future you wish to return to QUT to study, you will be required to make an application for re-admission by completing an FR the FR form can be obtained from the QUT website at: <http://www.rsc.qut.edu.au>

SUPERVISOR ADVICE REGARDING INTERNATIONAL STUDENT LEAVE

Thank you for your support of international students and acknowledgement of the special conditions that apply to their undertaking study in Australia because of Federal Government regulations (i.e., DIMIA, CRICOS and ESOS). Please note that:

- Your student should advise the University using the attached form immediately if their circumstances change.
- Your student must request approval from the University of any leave taken, though short periods of leave only require approval from you and ISBS – always encourage your student to use the Leave of Absence form provided.
- If there are any concerns or questions about the students eligibility for leave, visa regulations. fee entitlements please contact qut.intadmission-e@qut.edu.au. Who can answer or refer your enquiry to ensure timely and accurate resolution.