Leave Request – HDR Student

The Leave of Absence application is used for HDR students to apply for leave for a minimum of 4 weeks to a maximum of 12 months and is required to be approved by the Graduate Research School. The Scholarship Leave Application is for applications for recreational leave of 20 days per calendar (which is 4 weeks at 5 days/week) year, 10 sick days (2 weeks at 5 days/week) per calendar year or parental leave which can be more than 4 weeks or less than 4 weeks – cumulative if the leave is not used during a calendar year.

The Leave Request form will be shown to students in their 'Research' tile in their Student Centre under the Candidature menu.

To access the Leave of Absence Request form

1. Log in to Student Centre. Click on the Research tile.
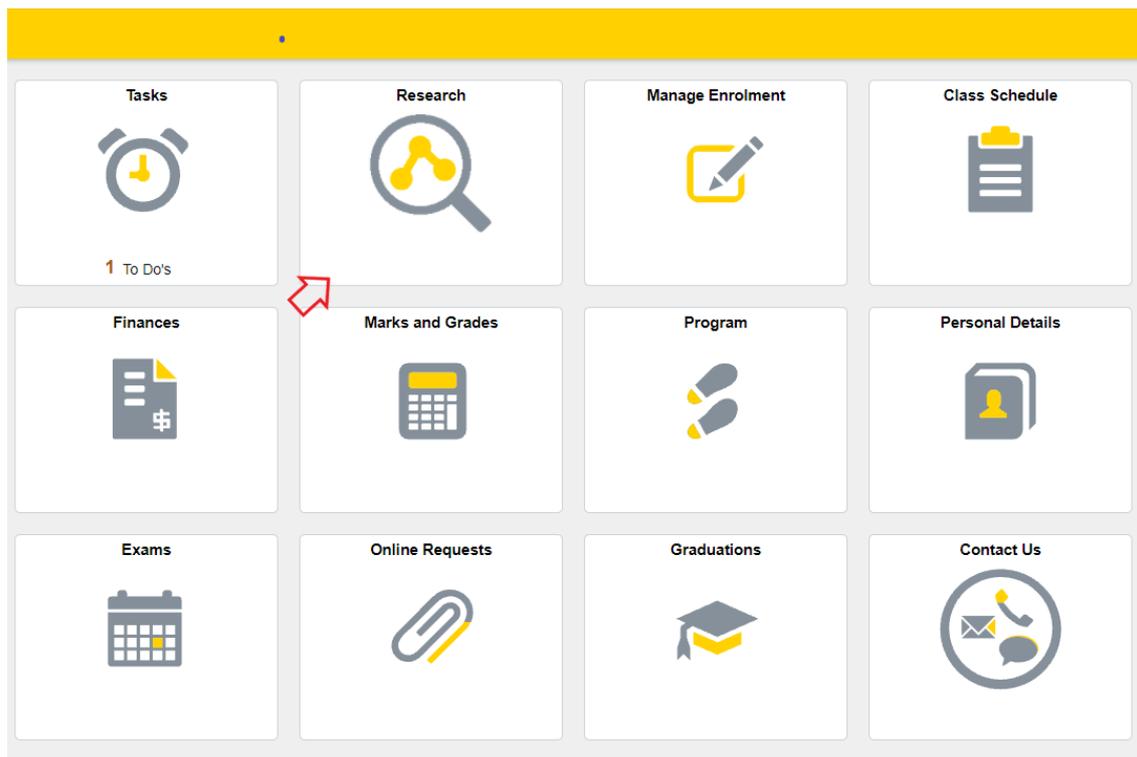
This will open the page as shown below.
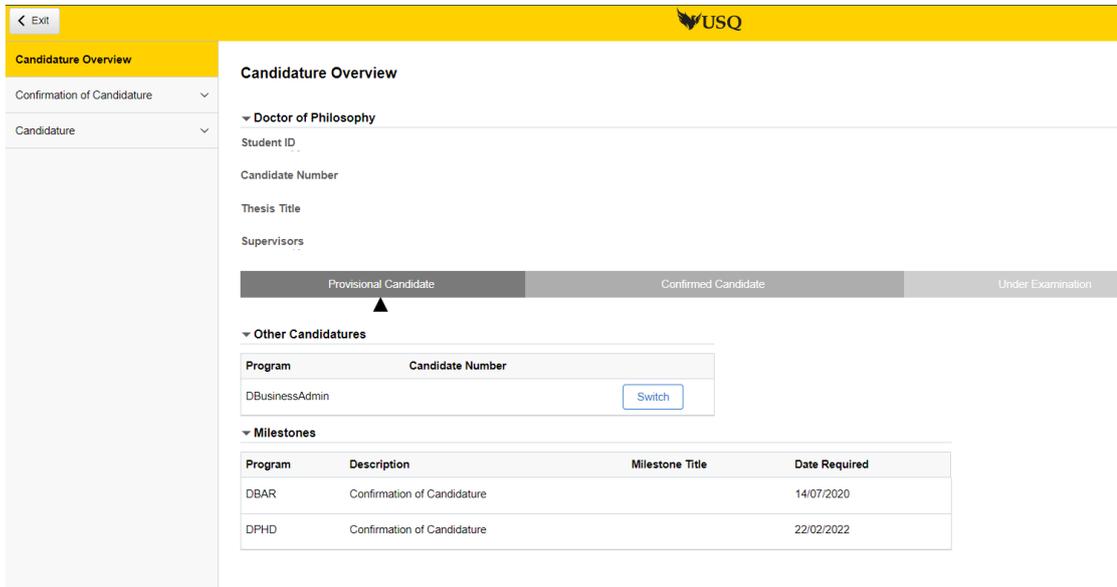
(Note: Student name, candidate number, thesis title, Supervisors will be populated with your information)

2. Click on Candidature menu (left hand side) and select Extension Request from the options that appear.

This will open the page as shown below.

Note: The message in above which follows ⚠ icon will only appear if you are an international student.

If you click on the ⓘ icon next to the Leave Request heading the following information is displayed.

3. Using the calendar select the 'From date (First working Day Off) and the To date (last working day off) dates you wish to nominate.
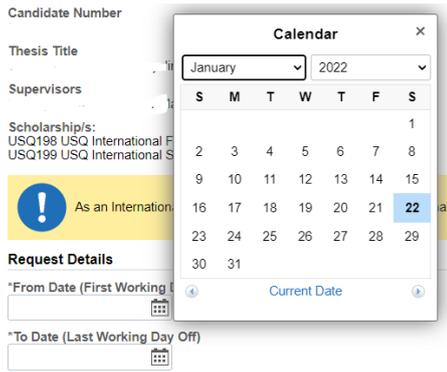
4. Select the 'Type of Leave' from the options available (ie. Recreation Leave, Parental Leave, Sick Leave and Other Leave) in the field below.

The Total DAYS of Leave will then calculate automatically.

5. Attach documentation supporting the Leave Request if required:

    5.1 Clicking the ' Add Attachment' button

    5.2 Clicking the 'My Device' icon and select the file you wish to upload
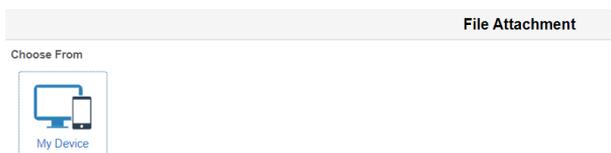
    5.3 Click the 'Upload' button followed by the 'DONE' button that will appear in the top right hand corner of the screen. Repeat steps 5.1-5.3 to upload additional documents.

File Attachment

Choose From

My Device

Upload   Clear

Leave Request Justification.docx
File Size: 11KB

File Attachment   Done

Choose From

My Device

Leave Request Justification.docx
File Size: 11KB

Upload Complete

6   Read the statement that follows and if you agree with the content slide the button
    across to indicate YES. When YES is selected the SUBMIT button will appear.

7   Click the 'Submit' button to complete the submission of the Leave Request and when complete the following confirmation will appear.

END