

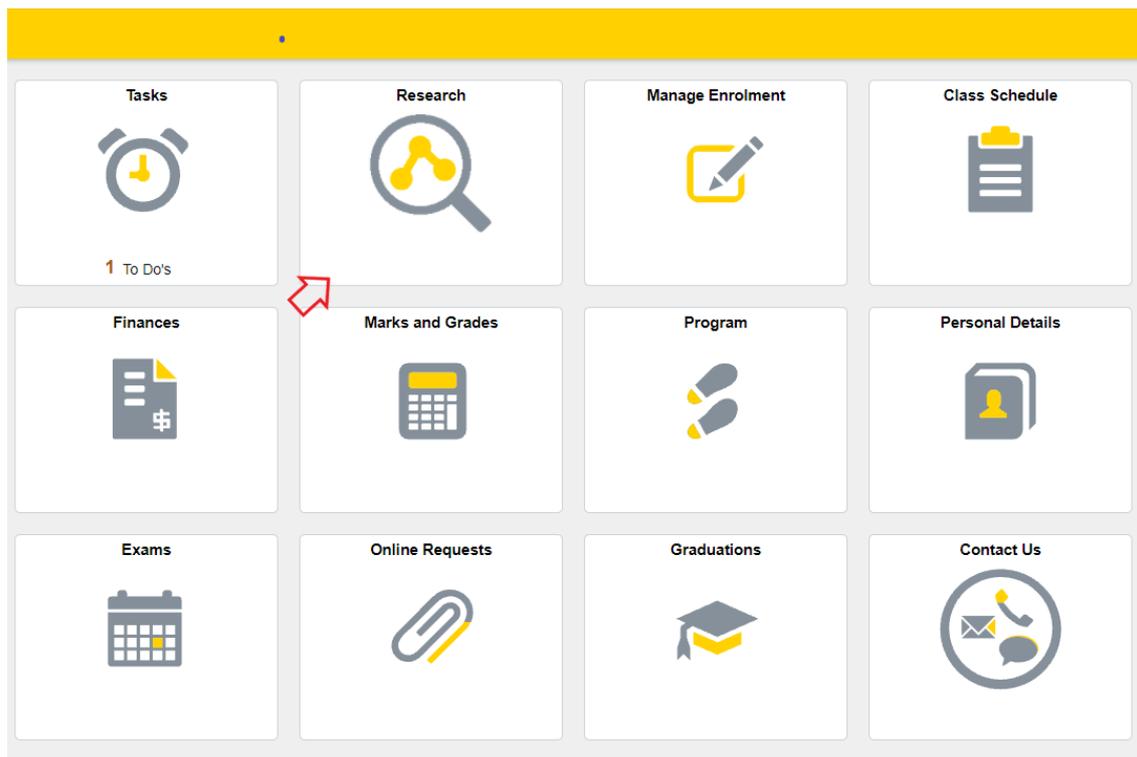
Leave Request – HDR Student

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.

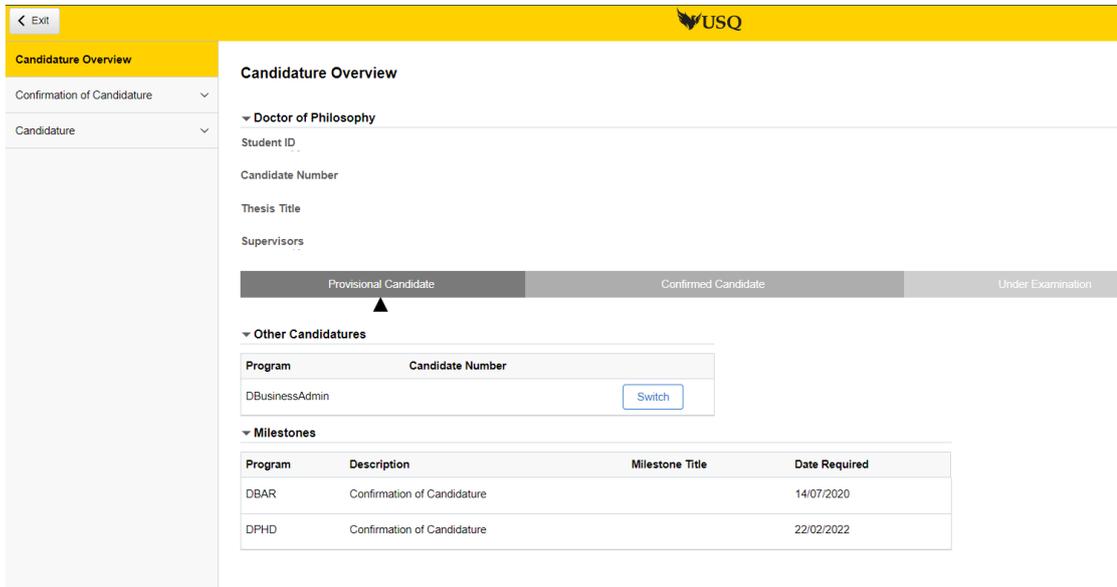
The Leave Request form will be shown to students in their 'Research' tile in their Student Centre under the Candidature menu.

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.



Candidature Overview

▼ Doctor of Philosophy

Student ID

Candidate Number

Thesis Title

Supervisors

Provisional Candidate | Confirmed Candidate | Under Examination

▼ Other Candidatures

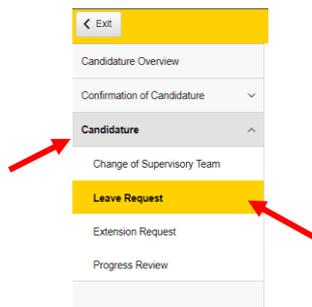
Program	Candidate Number
DBusinessAdmin	<input type="button" value="Switch"/>

▼ Milestones

Program	Description	Milestone Title	Date Required
DBAR	Confirmation of Candidature		14/07/2020
DPHD	Confirmation of Candidature		22/02/2022

(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.



← Exit

Candidature Overview

Confirmation of Candidature ▼

Candidature ▲

Change of Supervisory Team

Leave Request

Extension Request

Progress Review

This will open the page as shown below.

USQ

← Exit

Candidature Overview

Confirmation of Candidature

Candidature

Change of Supervisory Team

Leave Request

Extension Request

Progress Review

Leave Request

▼ Doctor of Philosophy

Student ID

Candidate Number

Thesis Title

Supervisors

Scholarship/s:
USQ198 USQ International Fees Research Scholarship
USQ199 USQ International Stipend Research Scholarship

! As an International student your leave request may take additional time to process while your ECOE is assessed.

Request Details

*From Date (First Working Day Off)

*To Date (Last Working Day Off)

*Type of Leave
Recreation Leave

Total DAYS of Leave
0

Declaration:
I understand that any information provided by me may be reported to government departments as required.
I confirm that I have discussed my leave details with my supervisory team and my supervisory team endorses my leave request.
I declare that the information supplied by me in this form and relevant attachments is true and correct.

I accept the above declaration.
 No

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.

Help ×

You may apply to take leave of absence from your candidature for a minimum of 4 weeks to a maximum of 12 months during your candidature. A Variation to Candidature needs to be submitted if you are requesting to extend your submission date.

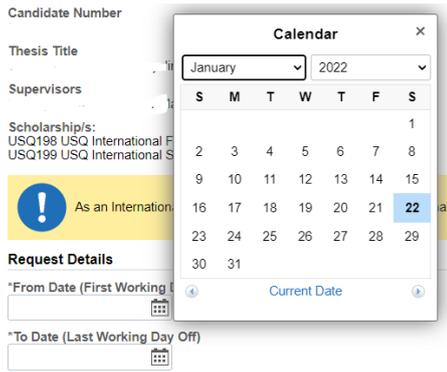
Leave of absence requests must be supported by your Principal Supervisor, one Associate Supervisor and the Faculty Research Office prior to consideration by the Graduate Research School.

[Requesting changes to your candidature](#) has further information that may be useful.

Please note, periods of leave of absence shall be counted as part of the maximum period allowed for completion of the program as specified in each program.

1. For more information visit the [USQ Handbook](#)
2. Type the **name of your program** e.g. Doctor of Philosophy
3. Click **Search**
4. Click on the **link to your program**
5. Select **Required Time Limits** from the menu

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.

*Type of Leave
Recreation Leave ▾
Total DAYS of Leave
0

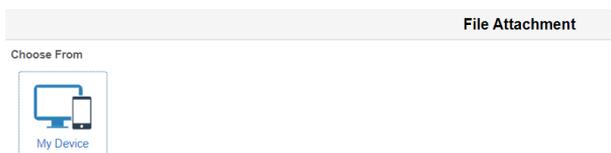
The Total DAYS of Leave will then calculate automatically.

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.



[← Exit](#)

Candidature Overview

Confirmation of Candidature ▼

Candidature ▲

Change of Supervisory Team

Leave Request

Extension Request

Progress Review

Candidate Number

Thesis Title

Supervisors

Scholarship/s:
USQ198 USQ International Fees Research Scholarship
USQ199 USQ International Stipend Research Scholarship

Request Details

*From Date (First Working Day Off)
22/12/2021

*To Date (Last Working Day Off)
30/12/2021

*Type of Leave
Recreation Leave ▼

Total DAYS of Leave
4

Supporting Documents

Attach supporting documentation if required.

[Add Attachment](#)

Leave Request Documents

Leave_Request_Justification.docx

Declaration:
I understand that any information provided by me may be reported to government departments as required.
I confirm that I have discussed my leave details with my supervisory team and my supervisory team endorses my leave request.
I declare that the information supplied by me in this form and relevant attachments is true and correct.

I accept the above declaration.

Yes

Submit

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

I accept the above declaration.
 Yes

Your Leave Request has been submitted.

END