

Graduate Research Academy

Level 2, 16 Wally's Walk, Macquarie University

<https://www.mq.edu.au/research/phd-and-research-degrees>

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MACQUARIE
University

LEAVE OF ABSENCE FROM HDR PROGRAM

Prior to completing the form, you must refer to page 3 for the guidelines on applying for a Leave of Absence

Student Number			
Family Name		Other Names	
Course		Faculty/Department	
Are you:	If you are international, what is your visa type (please attach copy of current visa):		
<input type="checkbox"/> International	Do you intend to remain in Australia during the leave period?		
	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No ➔ If 'no', please provide a mailing address for the leave period		
	Overseas Mailing Address for Leave Period		
	Note: If you please to re-enrol while overseas, you must have permission to do so. Permission is obtained via the " Request to Enrol Offsite Form ".		
<input type="checkbox"/> Domestic			
Current Attendance <input type="checkbox"/> Full time <input type="checkbox"/> Part time		Are you a Scholarship Holder? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		If 'yes', name of scholarship:	
Requested Leave of Absence Dates		Start	End

Scholarship Holders Only

I am also applying for the following (note these dates should be equal to or within the above Leave of Absence dates, and you may request period of paid **and** unpaid leave). *Note: Before completion of this section you must consider the [conditions of award](#) relevant to your scholarship.*

☐ COVID Leave scheme (3 months paid leave) Start ____/____/____ Return ____/____/____

☐ leave from candidature **and** paid sick/parental leave Start ____/____/____ Return ____/____/____

☐ leave from candidature **and** unpaid leave Start ____/____/____ Return ____/____/____

Reason(s) for request (Please attach a separate sheet if this space is insufficient)

Statement of progress and timetable for completion

Please provide your complete research plan outline; indicate where in the plan you are currently, with the state of your current progress clearly indicated (attach a separate sheet if this space is insufficient).

I have read and understood the Guidelines for completing this form and (if applicable) the Conditions of Award of my scholarship(s). The information provided by me on this application form is accurate and true.

Candidate Signature

Date

SUPERVISOR to complete this section

Do you support this application for leave of absence from candidature and/or suspension from scholarship?

☐ Yes ☐ No

Comments:

Name (please print)

Signature

Date

HEAD OF DEPARTMENT/DEPARTMENT DIRECTOR to complete this section

Do you support this application for leave of absence from candidature and/or suspension from scholarship?

☐ Yes ☐ No

Are you able to guarantee that supervision and resources will be available for the candidate upon return from leave?

☐ Yes ☐ No

Comments:

Name (please print)

Signature

Date

Guidelines for Completing the LOA Form



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A Leave of Absence (LOA) is approved in “exceptional circumstances”, i.e., circumstances beyond a candidate's control. Such leave is often requested for illness, parental leave or other family responsibility reasons. LOA is a period of non-enrolment and candidates are not permitted to continue their research during this period.

Candidates who wish to take a leave of absence from their studies are advised to consider this prospective change carefully as such leave may lead to a loss of momentum and delay overall progress. In particular, if a long period of leave is requested candidates should be aware that the break in their studies may have an adverse effect on their research and progression and therefore delay thesis submission.

Scholarship holders should check their conditions of award before applying for any Leave of Absence (LOA).

LOA applications must be supported by the Principal or Research Master's Supervisor and Head of Department.

Before submitting an application, all candidates **must** read Part C of the [Higher Degree Research Variations to Candidature Policy](#) which pertains to Leave Entitlements.

Candidates **must** provide supporting documentation, e.g., medical certificate, a statement from the relevant authority as evidence for the necessity of leave. If submitting a request due to Coronavirus (COVID-19) it is not required to attach further supporting documents. A *detailed* explanation on how Coronavirus (COVID-19) has affected their studies will suffice.

Once the leave period ends, candidates will be automatically re-enrolled subject to the payment of any outstanding fees. Any applicable fees will be charged at pro-rata rates. Candidates will be required to meet the normal University fee payment deadline for any fees that they may be liable, i.e., 25 January for EP1 and 25 July for EP2. Candidates should check their 'Statement of Outstanding Charges' through 'My Finances' via eStudent at the beginning of the Enrolment Period and make arrangements to pay their fees in advance.

International Candidates

In accordance with the Australian Government requirements, international candidates holding a student visa can temporarily suspend their studies in certain limited circumstances (compelling or compassionate), during their course through a formal agreement. Under Macquarie University's agreement you must complete this Leave of Absence form and attach the required documents. You will be notified of the outcome of your application in writing once a decision has been made. Once international candidates are granted a leave of absence, they must contact the [Department of Home Affairs](#) to ask about their student visa status. Note that a Leave of Absence (or suspension of studies) will be reported on your CoE (Confirmation of Enrolment). You must have a valid CoE to resume studies and ensure you have a valid visa before you return to Australia should you take your Leave of Absence overseas.

If a Leave of Absence is NOT granted:

A review of the decision can be requested within 10 working days from the date on which the notification regarding the outcome your application was sent. It must be lodged in writing via email to gr.candidatesupport@mq.edu.au and must include your full name and student ID. You must be able to demonstrate one of two criteria:

- That a procedural error occurred by the University in the considering their application
- New evidence is now available that was previously unavailable at the time the application was lodged