

## OFFICE FOR RESEARCHER TRAINING, QUALITY & INTEGRITY

### Application for Additional Leave of Absence

*This form must be completed to obtain approval for additional leave of absence (i.e. if the standard twelve months has already been taken). The completed form must be lodged in advance of the commencement date of leave. **Additional leave can be applied for in blocks of time up to six months in any one application to a maximum of 12 months providing supporting evidence is attached to justify the granting of additional leave.** Furthermore, this leave must be applied for within the timely duration of the enrolled degree.*

Submit form and supporting documents to [gradresearch@vu.edu.au](mailto:gradresearch@vu.edu.au)

#### 1. Candidate's Details

Title:	<input type="text"/>	Surname:	<input type="text"/>
Given Name(s):	<input type="text"/>	Student ID:	<input type="text"/>
Institute:	<input type="text"/>	Degree:	<input type="text"/>

#### 2. Commencement

Date leave commences:	<input type="text"/>	Return Date:	<input type="text"/>
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#### 3. Reason for Request for Additional Leave of Absence

Please explain, in detail, the specific circumstances leading to this request for additional leave. Please attach supporting documentation (including a supporting letter from your supervisor, medical certificates etc). Please also complete and attach the University [Application for Leave of Absence \(A52\)](#) form.

The Grounds for Additional Intermission are as follows:

- Medical – Letter from doctor required explaining the condition
- Carers – Supporting documentation from doctor required
- Other – Supporting documentation must be attached

#### 4. Revised Timeline

Please attach a revised timeline in the form of a Gantt chart. Applications without a revised timeline **will not** be approved.

#### 5. Have you previously had Additional Leave Approved?

Yes  No

#### 6. Approval of Request for Additional Intermission

<input type="text"/>	<input type="text"/>	<input type="text"/>
Candidate's Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal Supervisor's Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Institute Deputy Director's Name	Signature	Date

(Where the Principal Supervisor is also the Institute Deputy Director, then the Dean Graduate Research, or nominee, is required to sign).

**Applications for more than 12 months of additional intermission must be authorised by the Dean (or nominee):**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Dean, Graduate Research (or nominee) Name	Signature	Date

PRIVACY STATEMENT Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website [vu.edu.au/privacy](http://vu.edu.au/privacy) You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy [vu.edu.au/privacy](http://vu.edu.au/privacy).

**Victoria University CRICOS Provider No. 00124K (Melbourne) and CRICOS Provider No. 02475D (Sydney). RTO Code: 3113. ABN: 83 776 954 731**