# APPLICATION FOR LEAVE OF ABSENCE

**(FOR GRADUATE RESEARCH STUDENTS WHO ARE NOT RESEARCH SCHOLARS)**

**Instructions:**

1. This form is applicable to graduate research students who are self-financing (including those whose research scholarship had expired).
2. This application must be submitted by the student **at least two weeks** prior to the proposed leave period through the supervisor(s). Any relevant supporting documentary evidence (e.g. medical certificates, letter of support from employer, etc) should be attached.
3. For Leave of Absence, upon your return, please inform the Department staff (through your supervisor) the date of return via email (**dbsbox12@nus.edu.sg**).

### Section A: To be completed by STUDENT & submitted to supervisor(s) at least 2 weeks before proposed leave period

<table>
<thead>
<tr>
<th>Name:</th>
<th>Registration No:</th>
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**Degree Registered:**

- [ ] Full-time
- [ ] Part-time

If part-time, state effective date of conversion from full-time to part-time, if applicable: (dd/mm/yyyy)

**Department:**

**To be completed by NUS Research Scholars only:**

<table>
<thead>
<tr>
<th>Award start date:</th>
<th>(dd/mm/yyyy)</th>
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<tbody>
<tr>
<td>Award expiry date:</td>
<td>(dd/mm/yyyy)</td>
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**Occupation:**

**Name of Employer:**

**Date Admitted:**

**Date of Maximum Candidature:**

Leave period required exceeds maximum candidature

- [ ] Yes
- [ ] No

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<tr>
<th>Leave Type</th>
<th>From (dd/mm/yyyy)</th>
<th>To (dd/mm/yyyy)</th>
<th>Duration (Mth(s) / Yr(s))</th>
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</table>

**Period of leave required:**

| | | |
| | | |

**Previous leave granted:**

| | | |
| | | |

**Place(s) of visit outside Singapore during leave:**

**Reason(s) for this application:**

(attach separate sheet if necessary; any relevant supporting documentary evidence should be attached)

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<th>Reason(s)</th>
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<tr>
<th>Student’s Signature</th>
<th>Date (dd/mm/yyyy)</th>
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Section B: To be completed by SUPERVISOR(s) & forwarded to Head of Department

Application for Leave is  □ Supported  □ Not Supported

For Research Scholars Only:
If leave period is less than a month, is research scholarship to be suspended?  □ Yes  □ No
[Note: Scholarship will be automatically suspended if leave period is exceeds a month.]

Comments (attach separate sheet if necessary):

________________________________________________________

________________________________________________________

________________________________________________________

Name  Signature  Date (dd/mm/yyyy)

Section C: To be completed by HEAD OF DEPARTMENT & forwarded to Registrar (where leave period does not exceed current maximum candidature)

(i) Period of leave does not exceed current maximum period of candidature, application is

□ Approved  □ Not Approved

For leave of absence of more than 6 months, research candidature to be extended as well?

□ Yes  Candidature to be extended by ____________ months.  □ No

(ii) Period of leave exceeds current maximum period of candidature, application is

□ Supported  (Please forward to Vice-Dean (RGS) for approval)  □ Not Supported

Comments (if any):

________________________________________________________

________________________________________________________

________________________________________________________

Name  Signature  Date (dd/mm/yyyy)

Section D: To be completed by VICE-DEAN (RGS) & forwarded to Registrar

Application for Leave of Absence (exceeding maximum candidature) is

□ Approved  □ Not Approved

For leave of absence of more than 6 months, research candidature to be extended as well?

□ Yes  Candidature to be extended by ____________ months.  □ No

Note: For Leave of Absence exceeding 2 years (cumulative), BGS approval is required.

Comments (if any):

________________________________________________________

________________________________________________________

________________________________________________________

Name  Signature  Date (dd/mm/yyyy)