

NATIONAL UNIVERSITY OF SINGAPORE LEAVE APPLICATION FORM FOR GRADUATE STUDENTS

Instructions:

- All leave applications must be submitted at least 2 weeks prior to the proposed leave period. For **Holiday Leave**, please apply via online <https://myedurec.nus.edu.sg/psp/cs90prd/?cmd=login&languageCd=ENG&>
- Upon your return from leave, please inform the Department staff (through your supervisor) the date of return via email.

PART I: To be completed by applicant	
1. Name:	2. Degree:
3. Student ID:	
4. Department: Biological Sciences	
5. Type of leave required (please tick accordingly):	
<p>i) <input type="checkbox"/> </p> <p style="text-align: center;">Conference Leave</p> <p> * * Please attach the supporting documents. (email correspondences, invitation, etc...)</p> <p>On / From: _____</p> <p>Reason(s)*: _____</p>	<p>ii) <input type="checkbox"/> </p> <p style="text-align: center;">Other Leave</p> <p>On / From: _____</p> <p>Detail (s)*: _____</p>
<p>iii) <input type="checkbox"/> Study Leave (e.g. research collaboration, field-trips, collection of research materials and etc.)</p> <p> * * Please attach the supporting documents (email correspondences, invitation, etc...)</p> <p>TAKE NOTE: if you are applying <u>more than 3 months</u>, please submit the Leave of Absence application form online in EduRec system.</p> <p>On / From: _____</p> <p>Reason(s)*: _____</p>	
* Attach a separate sheet if necessary.	
7. Place(s) of visit <u>outside Singapore</u> during leave:	

8. Forwarding address / email / contact no. during leave:	

Signature: _____	Date: _____

PART II: To be completed by supervisor

Application is supported / not supported

Comments (if any):

Name / Signature: _____ Date: _____

Department: _____

PART III: To be completed by Head of Department (Approves leave of absence not exceeding maximum candidature)

Application is approved / not approved

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

Yes Candidature to be extended by _____ month(s) No

Comments (if any):

Name / Signature: _____ Date: _____