



# SUSPENSION, LEAVE OF ABSENCE, COUNTING TIME AWAY, COMPLETING AWAY - RESEARCH

- 1. SUSPENSION
- 2. COUNTING TIME AWAY
- 3. LEAVE OF ABSENCE\*
- 4. COMPLETING AWAY

Please return this form to the Faculty office no later than 15 March for Semester 1 and 15 August for Semester 2. Please obtain signatures from your Supervisor and Head of Department and provide a reason for your request. The form should be returned to the Postgraduate Research Student Administration Section, Faculty of Arts and Social Sciences, The University of Sydney, N SW 2006. Faxed forms will be accepted.

## SECTION A (STUDENT TO COMPLETE)

Name: \_\_\_\_\_ SID: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address (University): \_\_\_\_\_

Email address (Non-University): \_\_\_\_\_

DEGREE:  PhD  MPhil  DArts  DSocSci  MA (Research)

Department: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Attendance: Full-time  Part-time  Number of previous suspensions: \_\_\_\_\_

Date commenced *eg March 2008*: \_\_\_\_\_

Latest date to complete *eg March 2012*: \_\_\_\_\_

### 1. SUSPENSION

I request a suspension for a period of:  One semester  two semesters

From *eg 28 February 2011*: \_\_\_\_\_ To *eg 30 November 2010*: \_\_\_\_\_

*Please specify these dates if you are in receipt of a scholarship, as these will inform the dates on which your scholarship payments pause and recommence.*

**PLEASE SEE OVERLEAF**

---

## 2. LEAVE OF ABSENCE

for a period of up to 12 weeks

From eg 15 April 2011:

To eg 30 June 2011:

---

*\*I do not wish to receive scholarship payments during this period. You must contact the Scholarships Office immediately to request a period of unpaid leave – telephone 8627 8112 for advice.*

---

## 3. COUNTING TIME AWAY

I will be away from Sydney and working on my thesis but will remain enrolled for the following period

From eg 15 April 2011:

To eg 30 June 2011:

---

## 4. COMPLETING AWAY

I will be completing degree requirements away from Sydney but will remain in frequent and regular contact with my Supervisor. *Candidates applying to complete away from Sydney must append (i) a summary of work already completed and (ii) a detailed timeline for completion. Requests to complete away which are not accompanied by these documents will not be assessed.*

## REASON FOR YOUR REQUEST

Whether you are applying for a suspension, a leave of absence, or to count time away or complete away, please clearly state the reason for your request:

---

---

---

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

## SECTION B (SUPERVISOR TO COMPLETE):

The request is:     Supported                       Not supported (tick as appropriate)

Comments:

---

---

Supervisors's signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

PLEASE SEE OVERLEAF

---

**SECTION C (HEAD OF DEPARTMENT OR PG COORDINATOR TO COMPLETE):**

The request is:  Supported  Not supported (tick as appropriate)

Comments:

---

---

---

HoD / PG Coordinator's signature:

Date:

---

---

**SECTION D (FACULTY OFFICE TO COMPLETE):**

The request is:  Approved  Not approved

Associate Dean's Signature:

Date:

---

---