



APPLICATION FOR PROFESSIONAL ACTIVITY LEAVE

Undergraduate & Postgraduate Coursework Students Only

- An Application for Professional Activity Leave must be submitted *4 weeks in advance*.
- All leave must be approved by the Associate Dean Learning and Teaching and the Pro Dean Performance.
- Professional Activity Leave will only be granted once in each semester depending on the merit of the activity.
- SCM Touring Activity Leave takes precedence over Professional Activity Leave. A student must not miss more than 4 weeks for ANY form of leave in any one semester.
- Students should seek certification of leave eligibility from Student Administration.

Students must obtain an eligibility check from Student Admin then obtain recommendations and initials from all teaching staff involved. The Associate Dean Learning and Teaching and the Pro Dean Performance must also sign to indicate whether the request is approved or not.

Please collect all recommendations and initials/signatures before submitting this form to Student Administration.

Student Admin Confirmation of Eligibility Yes/ No - Previous Time Taken: _____

Student Number

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First Name: _____ Surname: _____

Course Code: _____ Course Name: _____

Mobile Number: _____ USyd Email _____@uni.sydney.edu.au

Are you an international student? YES / NO (please circle)

Principal Study _____ Year of course 1 2 3 4
(please circle)

Length of leave requested _____ day(s) / week(s) (indicate number and circle 'days' or 'weeks' up to a maximum 4 weeks)

First day of leave _____ / _____ / _____ Last day of leave _____ / _____ / _____

I wish to apply for Professional Activity Leave from my studies in the above course for the following reason(s):
(Documentary evidence in support of the application must be attached)

Student's signature _____ Date _____

RECOMMENDATIONS

Recommend

<i>Class missed</i>	<i>Teacher</i>	<i>YES/NO</i>	<i>Conditions if recommended</i>	<i>Teacher's initials</i>

Associate Dean L&T's approval YES / NO (please circle)

Associate Dean's signature: _____ Date: _____

Pro Dean Performance's approval YES / NO (please circle)

Pro Dean's signature: _____ Date: _____