

Process	Leave of absence
Related Policy:	Higher Degrees by Research Policy
Objectives	To define the processes involved in taking leave of absence from an HDR program at RMIT.
Exclusions	RMIT students who are not enrolled in a higher degree by research program.
Definitions and acronyms	
<p>Centre: In Higher degrees by research processes this term denotes an academic unit at RMIT Vietnam campus.</p> <p>LOA: leave of absence</p> <p>For further definitions refer to the <i>Higher Degrees by Research Policy</i>.</p>	
Process Steps	
<p>1. General leave provisions</p> <ol style="list-style-type: none"> 1.1. Prior to applying for any LOA, including annual leave, candidates must discuss the proposed leave period with their Senior supervisor. 1.2. Candidates are entitled to 20 days annual leave per year. Annual leave is recorded on the HDR candidature database by the HDR Administrator in the enrolling School/Centre. No application form is required for this leave. 1.3. Candidates can apply for all other leaves of absence, including parental leave, by submitting a <i>Leave of absence form</i> with supporting documentation to their HDR administrator. Supporting documentation must provide evidence of compassionate or compelling circumstances for the leave. 1.4. International candidates studying in Australia on a student visa must submit their LOA form and supporting documentation giving evidence of compassionate and compelling circumstances to the RMIT International desk at Info Corner for review prior to submitting the form to their HDR Administrator. 1.5. Candidates receiving a scholarship or sponsorship must contact their provider to discuss the potential impact of LOA on their scholarship/sponsorship. 1.6. Candidates whose research has ethics approval, or an ethics approval pending, must notify the secretary of the relevant ethics committee when any application by them for LOA is granted, as this can impact their ethics approval. 1.7. If the application is for leave of absence for less than 12 months in total (for the whole period of candidature), the LOA form must be approved by the Dean/Head of School/Centre (or nominee), after consultation with the supervisory team. If the application is approved, the HDR Administrator must submit the documentation to the SGR for processing. 1.8. If the application takes the total leave of absence beyond 12 months in total (for the whole period of candidature) or the candidate has been granted an extension beyond maximum duration, the LOA form must be endorsed by the Dean/Head of School/Centre (or nominee), after consultation with the supervisory team. If the application is endorsed, the HDR Administrator must submit the documentation for approval by the Dean, SGR. 1.9. After the LOA request is considered candidates are notified of the outcome by the SGR. 1.10. A candidate may request a review of a decision to vary or reject their application for leave in accordance with section 5 of the Enrolment procedure. 	

Leave of absence process – Approved 05/05/2016

Approval authority: Professor Denise Cuthbert, Dean, SGR

Operational Responsibility: School of Graduate Research

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Key words for search engine

Absence, annual, ethics, HDR, International, leave, LOA, parental, scholarship.