

pls ✓	Purpose	Destination	Date (From)	Date (To)	No. of days
	Field trip / data collection	Institution (if applicable): Country:			
	Attend conference	Institution (if applicable): Country:			
	Student exchange / Visiting student	Institution: Country:			
	Attend short course / summer course	Institution: Country:			
	Lab attachment	Institution/Research Institute: Country:			
	Internship	Company/Organization: Country:			
	Other research related experiences	Institution (if applicable): Country:			
	Study at Partner Institution under a Joint Programme as specified in item 1 above (<i>see notes below</i>)	Partner U as specified in item 1 above.			
	Others: (<i>please specify</i>)	Institution (if applicable): County:			
Total no. of days of study leave requested (<i>Note: Calendar days are counted, including any intervening Sundays and public holidays.</i>)					days

Notes:

- (a) *Joint PhD students and students of the Joint Educational Placement for PhD with The University of Toronto are expected to spend half of their study period at the partner institution, and are allowed to take study leave of up to half of their period of study. In addition, a blanket approval has been granted by the Board of Graduate Studies to allow these students to take study leave exceeding half of their study period, provided that the relevant committees overseeing the joint programmes have approved the individual student's study plan in accordance with the requirement that the students can spend a maximum of 60% of their study period at the partner institution.*
- (b) *Students enrolled in the HKU-SUSTech Joint Education Programme for PhD offered by HKU and The Southern University of Science and Technology (SUSTech) shall spend the 1st and 4th years of their studies at HKU and the 2nd and 3rd years at SUSTech. Students have to apply for study leave following the normal procedures to study at SUSTech.*

- Maternity Leave** (Please refer to Annex I and submit the required supporting documents)

From _____ to _____ (10 continuous weeks)

(Note: Calendar days are counted, including any intervening Sundays and public holidays.)

- Paternity Leave** (Please refer to Annex I and submit the required supporting documents)

From _____ to _____

Period of Leave Requested: _____ days (Note: Saturday afternoons, Sundays and public holidays are excluded. Leave on a weekday is counted as a whole day, i.e. no half-day leave. Please submit supporting documents as specified in Annex I.)

3. I will/will not* leave Hong Kong for _____ (destination) from _____ to _____.

Date: _____ Signature: _____

* Delete as appropriate

B. ENDORSEMENT FROM SUPERVISOR

- I support the grant of leave

for the period stated in section A2

for the period from _____ to _____

- I do not support the grant of leave for the activity described.

Remarks (if any): _____

Name of Supervisor (Primary): _____ Signature: _____

Date: _____

C. FOR DEPARTMENTAL OFFICE USE

1. Amount of leave already taken since commencement of study, excluding the period now applied for:

(a) Study Leave:	_____	days
(b) Non-study Leave:	_____	days
(c) Vacation Leave:	_____	days
(d) Sick Leave	_____	days
(e) Maternity Leave	_____	weeks
(f) Paternity Leave	_____	days

2. Last period of leave taken: _____ days from _____ to _____

3. For student taking *vacation leave only*

Amount of vacation leave already taken in the present 12-month period (counting from first registration), excluding the period now applied for: _____ days.

D. DECISION OF DEPARTMENTAL RESEARCH POSTGRADUATE COMMITTEE (DRPC)

(DRPC may approve leave of absence of up to one month. Leave of absence exceeding one month shall be approved by FHDC, on the recommendation of DRPC)

- I recommend/approve* the grant of leave

for the period stated in section A2

for the period from _____ to _____

- I do not recommend/approve* the grant of leave.

Remarks (if any): _____

Date: _____ Signature: _____

DRPC Chairperson, on behalf of the DRPC

E. DECISION OF FACULTY HIGHER DEGREES COMMITTEE (FHDC)

(For application for leave of absence exceeding one month only.)

I approve the grant of leave

for the period stated in section A2

for the period from _____ to _____

I do not approve the grant of leave.

Remarks (if any): _____

Date: _____ Signature: _____

FHDC Chairperson, on behalf of the FHDC

F. FOR FACULTY OFFICE USE (NON-STUDY LEAVE ONLY)

The study period of the student will be extended to _____ (minimum/normative* period); and
_____ (maximum period, if applicable).

* *Delete as appropriate*

cc: Student
Departmental Office
Faculty Office
ASE (Student Records Office) - Only for applications for **study leave** and **non-study leave**
FEO - Only for applications for **study leave** and **non-study leave**
Research Services - Only for applications for **study leave** and **non-study leave** for **PGS holders**
CEDARS - Only for applications for **non-study leave** from **non-local students**

August 2018

To: Head of Department

Vacation Leave/Study Leave/Personal Leave

I confirm that:

- I have no assigned laboratory demonstration, exam. invigilation or other departmental duties during the period of leave.

- I have assigned laboratory demonstration/exam. invigilation/departmental* duties during the period of leave but approval to be absent has been sought and special arrangement has been made as follows:

Name of the Replacement: _____

Signature of replacement: _____

Signature of Course coordinator: _____

Signature of applicant: _____

Date: _____

*Please delete as appropriate.

Leave of Absence

Type of Leave		Relevant Regulations												
Vacation Leave (For full-time students only)		Up to 14 days (excluding Saturday afternoons, Sundays and public holidays) in each 12-month period during the normative study period (<i>Note 1</i>)												
Study Leave	Min. leave period	Nil												
	Max. leave period	A cumulative period of 12 months for study leave for the entire period of study												
Non-study Leave	Min. leave period	7 calendar days												
	Max. leave period	A cumulative period of 12 months for non-study leave for the entire period of study												
Sick Leave (w.e.f. January 2012)		<p>An MPhil/PhD student who needs to be away from his/her study because of illness shall take sick leave.</p> <ul style="list-style-type: none"> The student shall inform his/her supervisor and Department immediately of his/her sick leave. For sick leave of 3 days or above, the student shall submit an application for sick leave with a certificate signed by a registered medical practitioner as far as possible. For sick leave over 7 days, the student shall submit an application for sick leave and it must be accompanied by a certificate signed by a registered medical practitioner. If the student needs to be away from his/her study because of illness for a longer period of time where his/her study progress may be affected, he/she should take non-study leave instead of sick leave. 												
Maternity Leave (w.e.f. September 2018)		<ul style="list-style-type: none"> A pregnant student is provided flexibilities to decide <i>either</i> to continue to take the existing category of non-study leave <i>or</i> opt for the new category of maternity leave, based on her own needs. Maternity leave is 10 continuous weeks. It should start on or before the actual date of birth of the child. Calendar days are counted, including any intervening Sundays and public holidays. Postgraduate Scholarships (PGS) will be paid during maternity leave. The PGS provided during maternity leave is <u>not</u> extra financial support, and will be counted towards the total amount of PGS available to cover a student's normative study period. A student on maternity leave will not have her study period interrupted, i.e. her normative study period will not be automatically extended by the period of maternity leave. Nonetheless, if the student needs a longer period to finish her thesis at the end of her study period, she can apply for an extension of candidature. The differences between non-study leave and maternity leave are summarized as follows: <table border="1"> <thead> <tr> <th>Options of leave</th> <th>PGS during leave</th> <th>Liable to University fees during leave</th> <th>Automatic extension of study period</th> </tr> </thead> <tbody> <tr> <td>Non-study Leave</td> <td>No</td> <td>No*</td> <td>Yes</td> </tr> <tr> <td>Maternity Leave</td> <td>Yes</td> <td>Yes</td> <td>No</td> </tr> </tbody> </table> <p>* <i>Students whose study period is suspended are not liable to University fees. However, University fees shall be paid in advance. Credit(s) arising from the taking of non-study leave will be carried forward to offset composition fee in the ensuing instalment.</i></p> <ul style="list-style-type: none"> A medical certificate signed by a registered medical practitioner certifying the pregnancy and specifying the expected date of confinement has to be submitted together with the maternity leave application. 	Options of leave	PGS during leave	Liable to University fees during leave	Automatic extension of study period	Non-study Leave	No	No*	Yes	Maternity Leave	Yes	Yes	No
Options of leave	PGS during leave	Liable to University fees during leave	Automatic extension of study period											
Non-study Leave	No	No*	Yes											
Maternity Leave	Yes	Yes	No											

<p>Paternity Leave (w.e.f. September 2018)</p>	<ul style="list-style-type: none"> • A student may apply for up to 5 days of paternity leave for each confinement of his spouse/partner, and he may take all 5 days of paternity leave in one go or on separate days. Paternity leave can be taken any time during the period from 4 weeks before the expected date of delivery of the child to 10 weeks beginning on the actual date of delivery of the child. • Any period of paternity leave granted will be counted towards the period of study. PGS will be paid during paternity leave, and the student is required to pay the normal fees. • Supporting documents required: <ul style="list-style-type: none"> (a) A medical certificate signed by a registered medical practitioner specifying the expected/actual date of delivery of the child; and (b) marriage certificate of the student and the child's mother*. <p><i>* If a marriage certificate is not available, please submit a written statement signed by the student stating the name of the child's mother, the expected/actual date of delivery of the child; and that the student is the child's father.</i></p>
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Notes:

1. Leave on a weekday is counted as a whole day, i.e. no half-day leave. If students would like to take more than 14 days of vacation leave in one year, they may be allowed to advance the following year's vacation leave, subject to approval from the supervisor and the Departmental Research Postgraduate Committee (DRPC). The maximum number of days of vacation leave that can be advanced is 5 days. If students would like to advance more than 5 days, they are advised to take non-study leave on top of the vacation leave instead.
2. In addition to the above regulations, holders of Hong Kong PhD Fellowships (HKPF) have to observe the terms and conditions as stipulated by the Research Grants Council regarding leave of absence.
3. Students enrolled in joint programmes are expected to spend half of their study period at the partner institution, and are allowed to take study leave of up to half of their period of study.
4. A blanket approval has been granted by the Board of Graduate Studies to allow students of joint programmes to take study leave exceeding half of their study period, provided that the relevant committees overseeing the joint programme have approved the individual student's study plan in accordance with the requirement that they can spend a maximum of 60% of their study period at the partner institution, where applicable.

August 2018