

Leave from candidature is the approved suspension of studies in the form of an intermission, sick leave; parental leave or compelling or compassionate leave. All leave is processed in accordance with the [Higher Degree by Research Enrolment and Changes to Candidature Policy](#).

	Is the voluntary suspension of studies for a minimum period of six months (one semester) during candidature (maximum of 12 months during candidature). You must complete one semester of enrolment in a research degree before being eligible for intermission. While on intermission, your day count is stopped, and you are not enrolled in your degree.
	An Application for Sick Leave is required only if leave taken is more than 10 working days at a time. Whilst on sick leave your day count is stopped but you are still enrolled in a unit.
	An application for parental leave must be made before the leave is taken. This leave is only applicable to candidates who are primary carers, with an entitlement of a maximum of 60 working days. Whilst on parental leave your day count is stopped but you are still enrolled in a unit.
	An application for compelling and compassionate leave should be made where compassionate or compelling circumstances exist. For more detail, refer to the HDR Enrolment and Changes to Candidature Policy .

*Please note that working day = calendar day for all HDR candidates

The ESOS Act 2000 and international student visa conditions permit international students to be granted periods of leave only under compassionate or compelling circumstances. Australian Government Department of Home Affairs (DHA) legislation allows DHA to cancel a student visa if:

- A student has provided fraudulent or misleading evidence in relation to the application for intermission/leave; or
- A student is granted intermission/leave for reasons other than genuine compassionate or compelling circumstances; or
- The circumstances upon which the student is granted Intermission/leave have ceased to exist.

1. Complete the form and include supporting documentation for the reasons of your leave from candidature.
2. Obtain approval from your Primary Supervisor and Associate Dean Research of your Faculty.
3. Please submit the form to Graduate Research via email to graduateresearch@canberra.edu.au

The University of Canberra will assess your application and provide you with written notification on the outcome of your application for leave.

Surname

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Leave from:

Leave to and including:

Documentation provided

Reason for applying for leave:

Have you previously taken other leave during your degree?

No

Yes (please provide details regarding your previous leave)

Are you a Sponsored Student?

No

Yes (please specify your current sponsor)

Please confirm if you are a participant in any of the below industry engagements:

Industry Internship

National Industry PhD Program

Collaborative Research Agreement

PhD Plus Mentoring Program

If your leave application is unsuccessful, please select one of the following study options:

with my studies

from my course today

Personal Information collected by the University of Canberra is subject to the Commonwealth Privacy Act 1998 as per the [Privacy Policy](#).

I have read the information in regard to my leave request and understand the conditions and accept them. I understand that while on leave of absence, I must not access University of Canberra resources including the Library.

I understand that I may be required to undertake a Progress Support Strategy when I return from leave to aid in keeping my progress on track.