

APPLICATION FOR SICK LEAVE OR MATERNITY LEAVE FOR HIGHER DEGREE RESEARCH CANDIDATURE AND/OR A POSTGRADUATE RESEARCH SCHOLARSHIP

These notes should be read carefully before completing the form.

1. It is the candidate's responsibility to take this form to his or her supervisor and the Postgraduate Co-ordinator/Head of School for the necessary approval, and return it to the Research and Graduate Studies Office, level 2, David Myers Building, Bundoora Campus.
2. Please attach a certificate, signed and dated by a registered medical practitioner specifying the nature of the condition and its likely duration and a detailed statement outlining the reasons for this request and the stage reached in your research.
3. This application is made to the Higher Degrees Committee (Research).
4. A yellow copy of the form will be posted to you. Please note your candidature and/or scholarship expiry date; **you will not receive a reminder.**
5. Your candidature (and scholarship) period will be amended accordingly.
6. The Higher Degrees Committee (Research) recommends that all candidates meet with their supervisor(s) once a fortnight and no less than once a month during their enrolment.
7. International Students are reminded that the University is obliged to inform the Department of Immigration & Multicultural & Indigenous Affairs once you have been granted leave. If you fall ill or need to leave Australia for compassionate reasons you are advised to notify DIMIA and submit evidence of the reason/s you are unable to study. Extended leave of absence beyond six months will normally result in cancellation of your student visa. We recommend that you consult an International Student Advisor at the International Programs Office to discuss your options.
7. Candidates are reminded of the requirement to lodge a **Notice of Intention to Submit a Thesis** at least three months prior to the expected date of submission. Forms are available from the Research and Graduate Studies Home Page (located at <http://www.latrobe.edu.au/rgso/information>).

Resumption after a period of sick leave or maternity leave

1. Candidates resuming candidature and/or scholarship after a period of sick leave or maternity leave must complete a **Notification of Commencement or Resumption form** available from the Research and Graduate Studies Home Page (located at <http://www.latrobe.edu.au/rgso/information>), have it signed by the Head of School, and return it to the Research and Graduate Studies Office, level 2, David Myers Building, Bundoora Campus.
2. Candidates who are resuming candidature after a period of sick leave or maternity leave are required to complete the necessary re-enrolment formalities **within one week of the resumption date**. FAILURE TO COMPLY WITH THIS RE-ENROLMENT REQUIREMENT WILL RESULT IN THE IMPOSITION OF A LATE ENROLMENT FEE.
3. Candidates must complete the formalities to resume candidature within 30 days of the due resumption date. **If this requirement is not met the scholarship will terminate and/or the candidature will lapse automatically.**
4. Any candidate who cannot resume on the due date, should discuss the situation with his or her supervisor(s) and seek further advice from the Research and Graduate Studies Office.
5. The due date for resumption should be noted carefully. **A reminder will NOT be sent.**

La Trobe University respects the privacy of your personal information. We collect personal information about you on this form to process your application for leave. For this purpose, we will use this information and typically disclose it to the Department of Education Science and Training. If your personal information is not provided to us on this form, then we cannot process your application. You may have the right to access your personal information that we hold about you subject to any exception in laws by contacting us on (03) 9479 2971. RGSO/L-0803