



Law School

Application for Leave of Absence

(For LLM by Thesis/SJD Candidates Only)

This form is to be completed by LLM by Thesis/SJD candidates requesting leave of absence from their LLM by Thesis and SJD candidature.

Candidates who hold scholarships are to complete the Melbourne Scholarships Office 'Application for Leave of Absence or Scholarship Extension' form. Once completed, the form is to be lodged with the Melbourne Scholarships Office.

Please return this form to the Office for Research (Law) after completion of **all sections**. Mailing Address: Office for Research (Law), Law School, The University of Melbourne, VIC 3010, Australia
Facsimile: +61 3 8344 4601

The University's privacy statement can be viewed at <http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>, or a copy can be requested for the Office for Research.

PLEASE NOTE: PART ONE is to be completed by Local Students and PART TWO by International Students

PART ONE: FOR LOCAL STUDENTS ONLY

TITLE	<input type="text"/>	FAMILY NAME	<input type="text"/>	STUDENT NO.	<input type="text"/>
GIVEN NAME(S)	<input type="text"/>			DEGREE	<input type="text"/>
DEPARTMENT	<input type="text"/>			SCHOLARSHIP	<input type="text"/>
ADDRESS	<input type="text"/>				
	<input type="text"/>				
POST CODE	<input type="text"/>	TELEPHONE	<input type="text"/>	MOBILE	<input type="text"/>
PREFERRED EMAIL ADDRESS	<input type="text"/>				

I am requesting: *(please tick)*

<input type="checkbox"/>	leave of absence from my LLM by Thesis candidature from	<input type="text"/>	to	<input type="text"/>
<input type="checkbox"/>	leave of absence from my SJD candidature from	<input type="text"/>	to	<input type="text"/>

REASONS

SIGNATURE DATE

SUPERVISOR'S COMMENTS

NAME	<input type="text"/>	SIGNATURE	<input type="text"/>	DATE	<input type="text"/>
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ASSOCIATE DEAN'S (RESEARCH) COMMENTS

NAME	<input type="text"/>	SIGNATURE	<input type="text"/>	DATE	<input type="text"/>
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PART TWO: FOR INTERNATIONAL STUDENTS ONLY

In Accordance with the Educational Services for Overseas Students (ESOS) Act 2000, International Students should note that all International students taking leave of absence from their course of study must depart Australia within two weeks of the date from when the leave was granted. The University of Melbourne forwards regular reports of variation of student enrolment to the Department of Immigration and Ethnic Affairs.

Before returning to Australia students should ring the Australian Embassy in their home country to check to see if their visa is still valid. Where leave is approved for more than six months, DIMA will automatically cancel the student visa.

TITLE	<input type="text"/>	FAMILY NAME	<input type="text"/>	STUDENT NO.	<input type="text"/>
GIVEN NAME(S)	<input type="text"/>			DEGREE	<input type="text"/>
DEPARTMENT	<input type="text"/>			SCHOLARSHIP	<input type="text"/>
ADDRESS	<input type="text"/>				
	<input type="text"/>				
POST CODE	<input type="text"/>	TELEPHONE	<input type="text"/>	MOBILE	<input type="text"/>
PREFERED EMAIL ADDRESS	<input type="text"/>				

I am requesting: *(please tick)*

<input type="checkbox"/>	leave of absence from my LLM by Thesis candidature from	<input type="text"/>	to	<input type="text"/>
<input type="checkbox"/>	leave of absence from my SJD candidature from	<input type="text"/>	to	<input type="text"/>

REASONS: Please note that leave of absence will be approved in exceptional circumstances only. Please make sure that your reasons are well documented on this application. Please attach a separate sheet if the space available on this form is insufficient.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

SIGNATURE	<input type="text"/>	DATE	<input type="text"/>
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SUPERVISOR'S COMMENTS					
<input type="text"/>					
<input type="text"/>					
NAME	<input type="text"/>	SIGNATURE	<input type="text"/>	DATE	<input type="text"/>
ASSOCIATE DEAN'S (RESEARCH) COMMENTS					
<input type="text"/>					
NAME	<input type="text"/>	SIGNATURE	<input type="text"/>	DATE	<input type="text"/>

OFFICE USE ONLY			
NEW SUBMISSION DATE	<input type="text"/>	MERLIN UPDATED	<input type="text"/>
FACULTY APPROVAL	<input type="text"/>	DATE	<input type="text"/>