

The Hong Kong University of Science and Technology

Department of Physics

Application for Leave

(For PG Students / Teaching Assistants)

Notes:

1. **This form is for application for personal leave and/or leave for attending duty trip** (e.g. conference, overseas visits)
2. All fields in this form are required unless otherwise specified.
3. **You must submit this leave application form prior to your leave regardless whether you are assigned with TA duties during or in the upcoming academic term** (Fall/Winter/Spring/Summer).
4. **Department does not accept nor process any leave application form submitted after the duty trip/leave. Your leave is therefore, regarded as unauthorized leave (see point 6 for details).**
5. Completed leave form (with ALL required signatures) must be submitted to Miss Jacma Said in Physics General Office (Room 4461, 4/F, Lifts25-26) **THREE working days before the first day of your leave**. You must report to your supervisor and course instructor upon returning to HKUST.
6. **Notes to All recipients of PGS, including HKPFS & AFLSP awardees:** With the prior approval of the home department, PGS recipients may have up to ***21 calendar days' leave** in an academic year (1 September to 31 August). This leave is inclusive of Saturdays, Sundays and public holidays that lie within the leave period. Those who arrive late will have their annual leave pro-rated. Unused leave for one year cannot be carried forward to the next academic year. The decision on whether or not a leave request should be granted rests jointly with the thesis supervisor of the RPg and the departmental PG coordinator. **Unauthorized leave will result in immediate cancellation of PGS without prior notification.** One month's advanced notice is not required in such circumstances. A PGS recipient who takes more leave than is allowed (see * above) may have his/her PGS payment suspended with no prior warning. For those who take leave from study or are required to take academic leave, their PGS will stop from the time they start their leave, or earlier as advised by the home department.

A. Personal Particulars

Student's Name : _____ Student No . : _____

Program : MPhil / PhD Year of Study : 1 / 2 / 3 / 4

B. Application

Leave Period : FROM _____ (dd/mm/yy) TO _____ (dd/mm/yy)

No. of Days to be Taken : _____

Remarks (if any) : _____

For applicant leaving Hong Kong during leave period

I will be leaving Hong Kong on _____ and resume my study on _____
(dd/mm/yyyy) (dd/mm/yyyy)

My overseas contact information: _____ (E-mail address or mobile phone no.)

Applicant's Signature :	Date:
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C. Approval

Supervisor's Signature : <i>(or PG Coordinator if you have no supervisor)</i>	Course Instructor's Signature : <i>(or TA Coordinator – Prof. Brad Foreman's signature if you have no TA duties)</i>
Date:	Date: