

BNU-HKBU UNITED INTERNATIONAL COLLEGE
GRADUATE SCHOOL
Leave Application

Name of Student: _____ Student No.: _____ Programme: _____

Study Commencement Date: _____ Contact Tel. No.: _____

Principal Supervisor: _____ Degree*: MPhil / PhD Study Mode*: FT / PT

I would like to apply for:

ANNUAL LEAVE From _____ (yyyy/mm/dd) to _____ (yyyy/mm/dd)

SICK LEAVE From _____ (yyyy/mm/dd) to _____ (yyyy/mm/dd)

SPECIAL LEAVE From _____ (yyyy/mm/dd) to _____ (yyyy/mm/dd)
(connected with studies, supporting documents should be provided)

SPECIAL LEAVE From _____ (yyyy/mm/dd) to _____ (yyyy/mm/dd)
(not directly connected with studies, supporting documents should be provided)

Student's Signature: _____ Date: _____
(non-local students please see point 5 of the Notes)

* Please delete where inappropriate.

To: Graduate School

We endorse the above application.

Principal Supervisor

Programme Director

Dean *(please see point 5 of the Notes)*

Date

Date

Date

For application of Special Leave (*connected with studies*) exceeding 28 days and Special Leave (*not directly connected with studies*), it should be approved by the Associate Director of Graduate School.

Signature: _____ Date: _____
Administration Director of
Graduate School

Notes:

- (1) All full-time research postgraduate students are permitted **14 days** of annual leave and up to **24 days** of sick leave in a year. Request for annual leave and sick leave must be approved by the Dean upon endorsement by the Programme Director and the Principal Supervisor. All annual leave and sick leave records are to be kept in the Graduate School.
- (2) Medical certificates are required for sick leave of **2 days** or more.
- (3) A request for special leave connected with studies **not exceeding 28 days** (including public holidays) must be approved by the Dean upon endorsement by the Programme Director and the Principal Supervisor. The approved applications should be submitted to the Graduate School for information. Any request **exceeding 28 days** must be submitted to the Graduate School for approval **2 weeks** before the proposed starting date of leave. Special leave connected with studies approved shall be counted towards the period of study. Studentship may be suspended during the leave period.
- (4) If necessary, students may apply for special leave **not** directly connected with studies **up to 28 days** (including public holidays). A request for special leave not directly connected with studies must be submitted to the Graduate School for approval **2 weeks** before the proposed starting date of leave. Any special leave not directly connected with studies approved shall not be counted towards the period of study. Studentship will be suspended during the leave period.
- (5) Students should ensure that they are holding a valid student visa upon return from leave.

Personal Information Collection Statement

Persons who supply personal data in their applications to the Graduate School for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by College staff.
3. After the applications have been processed, relevant data will be transferred to the student / staff record system of the College.