

THE CHINESE UNIVERSITY OF HONG KONG
Graduate School

Application Form for Leave of Absence
(For Taught Postgraduate Students)

Personal Information Collection Statement:

1. The personal data provided in this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. For correction of or access to the personal data after submission of this form, please contact the Graduate School at 3943 8976 or email to: gradschool@cuhk.edu.hk.
3. Information provided in this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.

I. PERSONAL PARTICULARS

Name: (English) _____ (Chinese) _____

Student ID No.: _____ Year of Attendance: _____

Study Programme: _____

Degree/Diploma: _____ Time Basis: Full-time Part-time
Please put a "✓" in the appropriate box

II. DETAILS OF APPLICATION

Leave applied for:

From _____ To _____
(dd/mm/yy) (dd/mm/yy)

Reason (Please attach all necessary supporting documents):

Signature of Student _____ Date _____

III. APPROVAL

Programme Co-ordinator Recommended Not Recommended

Comments _____

Signature _____ Date _____

Division Head Recommended / Approved[#] * Not Recommended / Not Approved[#]

Comments _____

Signature _____ Date _____

[#] Division Heads may approve applications from TPg students for leave of absence for up to one year cumulatively. Applications exceeding one year (cumulatively) or subsequent applications after the first year of leave should be approved by the Dean of the Graduate School.

* Please complete the form "Special Arrangement for Tuition Fee (CUSIS)" [at http://www.cuhk.edu.hk/bursary/eng/public/financial_guides/student_fee/others.html#p2] and send to DPU, Bursary within 1 month from the approval of application.

Dean of the Graduate School Approved Not Approved

Comments _____

Signature _____ Date _____

For Graduate School use:

Cumulative leave already taken : _____ Year _____ Month (or _____ Term)

Checked by (FS) : _____ Date : _____

Application accepted Application not accepted Initial (FO) : _____ Date : _____