

The Hong Kong University of Science and Technology
Department of Chemistry

Leave Application (for Postgraduate Students)

Note: With the prior approval of the department, full-time research postgraduate students 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 student and the departmental PG Coordinator.

Part I (To be Completed by the Applicant)

Name: _____ Student Number: _____

Program (MPhil / PhD): _____ Year of Study: _____

Type of Leave	Leave Period		Number of Days	Resume Study Date
	From	To		
<input type="checkbox"/> Annual Leave				
<input type="checkbox"/> Sick Leave				

For Applicant Leaving Hong Kong

Purpose of leave: _____

Date of Departure: _____ Date of Return: _____

Combined with Duty Trip? (Yes / No) Overseas contact: _____

Signature: _____ Application Date: _____

Part II (To be Completed by Approving Authority)

Application is (approved / not approved) subject to adequate leave balance.

_____	_____	_____
Name of Supervisor	Signature	Date

_____	_____	_____
Name of PG Coordinator	Signature	Date

Remarks: The applicant should obtain the signature of his/her supervisor and pass the form to Mr. CHOW Chun Ming before taking leave.

cc: Head of Department
Manager
PG Coordinator

For office use: Remaining Annual Leave balance: _____ Days
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