

**The Hong Kong University of Science and Technology**  
**Department of Chemistry**

**Leave Application (for Postgraduate Students)**

Note: With **prior** approval from 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*				

\*Please provide medical certificate. For sick leave over 14 days, Department Head's approval is required.

**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
Name of Department Head	Signature	Date

**Remarks: The applicant should obtain the signature of his/her supervisor and pass the form to Mr. CHOW Chun Ming at least 3 days before taking leave.**

cc: Head of Department  
 Manager  
 PG Coordinator

**For office use:**  
 Remaining Annual Leave balance: \_\_\_\_\_ Days