

**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  
EO  
PG Coordinator

<b>For office use:</b> Remaining Annual Leave balance: _____ Days
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