

Please forward to Executive Officer, COGS, once ALL signatures have been obtained.

Leave to study away will only be approved if the leave is an integral and essential component of the candidate's research program.

Candidates must complete this form if they intend to travel overseas for any period or interstate for a period of six weeks or more.

Periods of annual leave taken overseas need not be reported.

Scholarship awardees must also apply for leave to study away with the Research Graduate School Committee. The form is available online at: <http://www.monash.edu.au/phdschol/forms/variation.html>

Due to visa regulations and issues, international students must consult Monash International prior to applying for leave to study away.

Please ensure your application complies with all regulations relating to your degree. Information regarding each degree is in the handbook provided at the time of enrolment.

The University's privacy statement can be viewed at <http://www.monash.edu.au/legals/privacy.html>

SECTION 1 – TO BE COMPLETED BY CANDIDATE

Student #: Department:

Degree: 0498 MA 2953 MFA 3111 MDES

Family Name: Title:

Given Names:

Scholarship: Yes No Details

Purpose of trip

- Overseas research Overseas conference attendance
- Overseas research & conference attendance
- Interstate research (≥ 6 weeks)
- Interstate research & conference attendance (≥ 6 weeks)

Period of intended travel (max 12 months): From: / / To: / /

Do you propose taking annual leave in conjunction with this trip? Yes No

Period of annual leave to be taken: From: / / To: / /

The working title of my thesis is:

The purpose of the intended travel is to:

(Please provide details of where you are going, any institution/s you will be visiting, conferences you will be attending, fieldwork to be undertaken, etc)

While on study away I will be supervised by:

current supervisor (remaining in Australia)

current supervisor (accompanying student)

other.



Please specify :

Name:

Institution:

Ethics approval for this project

is not required (Projects involving questionnaires, interviews and surveys are subject to human ethics clearance)

has been obtained (Copy of letter of approval attached)

is being sought (This application will not be finalised until ethics clearance has been granted.)

I have the necessary funds to cover travel expenses and incidental costs. This work is an integral and essential part of my study/research programme for the following reasons (attach additional documents if necessary):

If my application is successful, I will return to Australia at the expiration of the proposed period of absence to which this application relates. I understand that should I wish to extend this period of study away, I must submit an additional application endorsed by my supervisor and Head of Department.

Applicant's Signature: _____

Date: / /

SECTION 2: TO BE COMPLETED BY MAIN SUPERVISOR

I certify that this **work is a necessary and integral part of the candidate's higher degree studies**. I note that the student is required to continue his/her enrolment at the University on a full-time/part-time basis, and the work is to be credited towards his/her higher degree candidature.

I note that the Committee of Graduate Studies requires that the candidate and supervisor maintain effective communication during the period of overseas study and that it may also be considered necessary to arrange temporary appointment of an overseas supervisor during this time.

Special supervision arrangements have been made as follows:

I SUPPORT the application to study away

I DO NOT SUPPORT the application to study away

Supervisor's Name: _____

Supervisor's Signature: _____

Date: / /

SECTION 3: TO BE COMPLETED BY HEAD OF DEPARTMENT

I SUPPORT the student's application to study away

I DO NOT SUPPORT the student's application to study away

Comment:

Head of Department's Name: _____

Head of Department's Signature: _____

Date: / /

SECTION 4: COGS ENDORSEMENT

Approved Not Approved

Callista Updated: / /

Executive Officer's Name: _____

Executive Officer's Signature: _____

Date: / /