ACA38 – Postgraduate Leave of Absence Application

**Notes**

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| * Leave of absence will not be granted after the course has been completed. * Ordinarily, leave of absence will not be granted in the last quarter of the semester. * See 2.7 in Fees Handbook 12 for fee rebates (<http://www.students.uct.ac.za/students/study/handbooks/current>). * All applications to be submitted using [Peoplesoft](http://studentsonline.uct.ac.za/) service requests, for instructions see: <https://vula.uct.ac.za/x/PvmVc7> . * Although students need not re-apply, if the leave of absence was granted based on ill health, evidence of recovery must be provided to the Fit for Study Panel before returning. * Periods of absence shorter than a semester do not need to complete this application, as extension to deadlines can be negotiated with each department by the student, or via MoU. |

**Rules relating to attendance and leave of absence**See: **General Rules and Policies** (Handbook 3 <http://www.students.uct.ac.za/students/study/handbooks/current> )

**Leave of absence applicant details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I hereby apply for leave of absence: | | | | | |
| Full Name |  | | Student Number |  | |
| Qualification registered for |  | | | | |
| Supervisor Name (if applicable) | |  | | | |
| I **confirm** that I **have** informed my **supervisor** of my application for leave of absence (✓): | | | | |  |

**Duration of leave of absence requested** (please tick ✓)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Semester 1 |  | Semester 2 |  | Semester 1 & 2 |  | Other  (for Block offering) | Start Date |  |
| End Date |  |

**Type of leave of absence requested** (please tick ✓)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Medical |  | Compassionate |  | External study opportunity | |  |
| **\***Work commitments |  | Maternity leave |  | **\*\***Post lockdown factors | |  |
|  | | | | | **\*Part-time qualifications only \*\*Masters and PhD students only** | | |
| **Reason for requesting leave of absence** (brief description) | | | | | | | |
| **Note:** Please attach substantiating documentation (Example: letter from clinician, if medical) | | | | | | | |
|  | | | | | | | |

**Declaration by the student**

|  |  |  |  |
| --- | --- | --- | --- |
| **Implications of leave of absence** | | | **Initial to acknowledge** |
| 1. I note that leave of absence is likely to affect eligibility for funding, and any awards made may be withdrawn or pro-rated. | | |  |
| 1. I acknowledge that a fee refund for leave of absence is granted as set out in section 2.7 in the Fees Handbook. | | |  |
| 1. I acknowledge that conditions for my return may be set and must be met before I return. | | |  |
| 1. I discussed the curriculum implications with a curriculum advisor/ convenor and acknowledge the affect that leave of absence will have on my curriculum. | | |  |
| 1. For research candidates, I have notified my supervisor(s) about my intention to take leave of absence. | | |  |
| 1. I have read and understood the *Rules relating to attendance and leave of absence*. (See rules G16.1 to G16.8 in Handbook 3 -<http://www.students.uct.ac.za/students/study/handbooks/current>) | | |  |
| 1. I understand that any results I obtained during the year will be considered by the Faculty Examination Committee (FEC) at the end of the year. | | |  |
| Signed |  | Date |  |