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.
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**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**

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| --- |
| 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) |
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**Declaration by the student**

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| **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.
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| 1. I acknowledge that a fee refund for leave of absence is granted as set out in section 2.7 in the Fees Handbook.
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| 1. I acknowledge that conditions for my return may be set and must be met before I return.
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| 1. I discussed the curriculum implications with a curriculum advisor/ convenor and acknowledge the affect that leave of absence will have on my curriculum.
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| 1. For research candidates, I have notified my supervisor(s) about my intention to take leave of absence.
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| 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.
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| Signed |  | Date |  |