



THE UNIVERSITY OF  
MELBOURNE

## APPLICATION FOR LEAVE FROM SCHOLARSHIP

(for all postgraduate students **except** PhD, MSc, MIS or MOptom students)

**Please note:** turn overleaf for **IMPORTANT** information about your application for leave.

1. Submit your application for leave form **at least 3 weeks** before the first day of your intended leave. This will enable your scholarship payments to cease from the first day of your leave, preventing the need for you to reimburse the University for scholarship overpayments.
2. For information about scholarship conditions local students can refer to [www.services.unimelb.edu.au/scholarships/pgrad/conditions/](http://www.services.unimelb.edu.au/scholarships/pgrad/conditions/). International students can refer to [www.services.unimelb.edu.au/scholarships/pgrad/acceptance/](http://www.services.unimelb.edu.au/scholarships/pgrad/acceptance/).

Title  Family name

Given names

ID number  Degree

Department  Scholarship(s)

Address

Postcode

Email  Tel

**Please note:** your email address may be used to contact you.

*I am not enrolled in a PhD, MSc, MIS or MOptom. I wish to apply for:*

- Option 1**  Leave of Absence from my scholarship from  to
- Option 2**  Sick Leave\* from my scholarship from  to
- Option 3**  Parenting Leave\* from my scholarship from  to

\* I have attached a **medical certificate** to this form (required for Option 2 & 3, see overleaf)

Reason for leave request

Signature  Date

### Department section

Supervisor's comments

Supervisor's signature  Date

Head's comments

Head's signature  Date

### Office use only

Payments cease from  and will continue when the student has re-enrolled and submitted a **Return From Leave** form.

New submission date  Merlin updated

MSO approval  Date

1. As explained in the table below, the action required depends on:
  - the course in which you are enrolled;
  - whether you are seeking leave from your 'scholarship and candidature' or 'scholarship only'.
2. Please note if you remain enrolled (either on a full- or part-time basis) while on leave from your scholarship, the period of leave will be deducted from the maximum allowable tenure of your scholarship eg. if you take 3 months leave from your scholarship while enrolled part-time, your scholarship tenure will be reduced by 1.5 months (full-time equivalent) when you recommence your scholarship.
3. Students applying for **Sick** or **Parenting Leave** must attach a medical certificate to this form, which substantiates the type of leave and the dates of the leave requested.
4. To initiate the recommencement/continuation of your scholarship payments at the end of your period of leave, please submit a completed **Return From Leave** (GS3G) form to the MSO. The form can be downloaded at [www.services.unimelb.edu.au/scholarships/pggrad/](http://www.services.unimelb.edu.au/scholarships/pggrad/).
5. **Masters** students who hold a scholarship can usually retain the scholarship for **PhD** studies if they apply for Leave of Absence from their scholarship for any period of non-enrolment between their Masters and PhD enrolment. Please note point 6 below.
6. Students can normally take up to a **total of 12 months** Leave of Absence from their scholarship. Additional leave is only possible if extenuating circumstances exist, and with the approval of the Chair of the Postgraduate Scholarships Committee.
7. Students who are **not enrolled** for any period must take **Leave of Absence** from their scholarship.
8. Key abbreviations, definitions & addresses:
  - SGS = School of Graduate Studies (located in the 1888 Building, Grattan Street);
  - MSO = Melbourne Scholarships Office (Level 3, John Smyth Building, Swanston Street);
  - The term 'leave' on this form refers to Leave of Absence, Sick Leave & Parenting Leave;
  - The term 'scholarship' on this form refers to APAs, MRSs, MIRSs, MIFRSs, IPRs, Science Faculty Scholarships, PEs, Special Postgraduate Studentships & prestigious scholarships such as the Pratt Foundation Scholarship.

Item	Your situation	Action required
A	You are <b>not</b> enrolled in a PhD, MSc, MIS or MOptom & you seek leave from your candidature & scholarship.	Please note the points above. <b>Step 1:</b> apply for leave from your candidature at the office (usually a faculty office) that administers your course; <b>Step 2:</b> apply for leave from your scholarship by completing and returning this MSO11 form to the MSO.
B	You are <b>not</b> enrolled in a PhD or <b>MSc, MIS &amp; MOptom</b> & you seek leave from your scholarship <b>only</b> .	Please note the points above. Students should apply for leave from their scholarship by submitting a completed MSO11 form to the MSO. As stated in point 2 above if you remain enrolled while on leave from your scholarship, the period of leave will be deducted from the maximum tenure of your scholarship.
C	You are a <b>PhD, MSc, MIS</b> or <b>MOptom</b> student seeking leave from your candidature <b>and/or</b> scholarship.	<b>All</b> PhD, MSc, MIS or MOptom students should apply for leave from their candidature and/or scholarship by completing the <i>Application for Leave of Absence</i> (GS3G) form which is available from the SGS or downloadable at <a href="http://www.gradstudies.unimelb.edu.au/pgstudy/forms/">www.gradstudies.unimelb.edu.au/pgstudy/forms/</a> . Please submit the completed GS3G form to the SGS.

## Melbourne Scholarships Office Use Only

### CHECKLIST FOR ENROLMENT

- |                     |                          |                     |                          |                            |
|---------------------|--------------------------|---------------------|--------------------------|----------------------------|
| Is student enrolled | <input type="checkbox"/> | Yes                 | <input type="checkbox"/> | No                         |
| Is enrolment        | <input type="checkbox"/> | Confirmed           | <input type="checkbox"/> | Authorised                 |
| Is enrolment        | <input type="checkbox"/> | Full time           | <input type="checkbox"/> | Part time (weight < 0.375) |
| Degree enrolled in  | <input type="checkbox"/> | Masters by research | <input type="checkbox"/> | Other                      |

Submission date \_\_\_\_\_

Date last checked \_\_\_\_\_