TPg

THE CHINESE UNIVERSITY OF HONG KONG
Graduate School

Application Form for Leave of Absence
(For Taught Postgraduate Students)

Personal Information Collection Statement:
1. The personal data provided in this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. For correction of or access to the personal data after submission of this form, please contact the Graduate School at 3943 8976 / 8977 or email to: gradschool@cuhk.edu.hk.
3. Information provided in this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.

I. PERSONAL PARTICULARS:
Name: (English) ______________________________________ (Chinese) ______________________________
Student ID No.: _____________________________ Year of Attendance: ___________________________
Study Programme: ___________________________________________________________________________
Degree/Diploma: _____________________________ Time Basis: □Full-time □Part-time
Please put a “✓” in the appropriate box

II. DETAILS OF APPLICATION:
Leave applied for:
From _____________________________ To _____________________________
(dd/mm/yy) (dd/mm/yy)
Reason (Please attach all necessary supporting documents):

Signature of Student ____________________________________ Date _______________________________

III. APPROVAL:
Programme Co-ordinator □ Recommended □ Not Recommended
Comments ____________________________________
Signature ____________________________________ Date ___________________

Division Head □ Recommended / Approved * □ Not Recommended / Not Approved #
Comments ____________________________________
Signature ____________________________________ Date ___________________

*Division Heads may approve applications from TPg students for leave of absence for up to one year cumulatively. Applications exceeding one year (cumulatively) or subsequent applications after the first year of leave should be approved by the Dean of the Graduate School.

# Please complete the form “Special Arrangement for Tuition Fee (CUSIS)” [at http://www.cuhk.edu.hk/bursary/eng/public/financial_guides/student_fee/others.html#p2] and send to DPU, Bursary within 1 month from the approval of application.

Dean of the Graduate School □ Approved □ Not Approved
Comments ____________________________________
Signature ____________________________________ Date ___________________

For Graduate School use:
Cumulative leave already taken: ____________ Year ____________ Month (or ____________ Term)
Checked by (FS): ___________________________ Date: ___________________________
Application accepted □ □ Application not accepted Initial (FO): __________________ Date: ____________

Lea ve_TPg (7/2012)