



香港城市大學
City University
of Hong Kong

Chow Yei Ching School of Graduate Studies
(Research Degree and Professional Doctorate Programmes)
4/F, Fong Yun-wah Building
Tel No.: 3442-9076 Email: sg@cityu.edu.hk
Fax No.: 3442-0332 Website: www.cityu.edu.hk/sgs

Application for Leave of Absence (SGS53) (for Professional Doctorate students only)

Please read the attached Guidelines carefully before completing the form.

Section A Student's Particulars

Student Name: _____ Student No.: _____

Programme: _____ Year of Study: _____

Contact Phone No.: _____

Section B Details of the Application (*Please delete as appropriate)

Have you been approved for leave of absence within your study period? *Yes/No

If yes, the cumulative leave period is: _____ semester(s)

Period of Leave of Absence Applied For

[Each application can cover at most two semesters. Please submit another application before the start of the new period if necessary.]

I would like to take leave from: Semester A/B*, 201__ / __

and resume my study in: Semester A/B*, 201__ / __

(Note: Semester A normally starts from September and Semester B from January.)

Reasons for Leave of Absence: *(Please attach relevant supporting documents, if any)*

Section C Declaration (**Please delete as appropriate*)

1. I understand that marks/grades previously assigned, including any fail grade given, say due to failure to submit coursework, may be retained and counted in the assessment upon my resumption of studies at the discretion of the course examiner/programme leader.
2. I have read the notes to applicants and agreed to **pay the appropriate fees** during my leave of absence. I understand that my student status will be terminated immediately if I fail to settle the fees before the specified due date.
3. I have settled the tuition fee for the current semester.
 I have not settled the tuition fee for the current semester and will do so before the due date.
4. I have read the attached **Guidelines for Leave of Absence** and understand that my leave of absence will/will not* count towards my maximum period of study if approved.
5. I hereby declare that to the best of my knowledge all information given above is true and correct.

Signature of Student

Date

Please pass the form to Supervisor/Programme Leader for recommendation.

Section D Recommendation by the Supervisor/Programme Leader (**Please delete as appropriate*)

I support/do not support* the application.

Comments: _____

Signature: _____ Date: _____

Name: _____

Please pass the form to the Department Head/School Dean for approval.

Section E Approval by Department Head/School Dean (**Please delete as appropriate*)

I approve/do not approve* the application.

Comments: _____

Signature of Department Head/School Dean

Date

Please return the form to SGS

Section F For SGS Use

Remarks:

Checked by: _____ Date: _____

Guidelines for Leave of Absence
(for Professional Doctorate students only)

1. Students who for valid reasons are temporarily unable to pursue studies at the University can apply for leave of absence. Any period of approved absence is normally on a full semester basis, up to a maximum cumulative period of **four semesters**.
2. The period of leave of absence taken will be counted in the calculation of **maximum period of study** for the following categories of students:
 - a. DBA students admitted in 2010 and thereafter.
 - b. JSD students admitted in 2008 and thereafter.
3. **Applications for leave of absence should be made one month before the start of the semester concerned. Each application can cover at most two semesters.** If approved, students must pay a continuation fee during the leave period.
4. Applications received after the start of the semester will be considered only on an exceptional basis. If approved, the period of leave of absence will take retroactive effect from the beginning of the semester. **Students applying for retroactive approval of leave of absence should note that they may be required to pay the tuition fees for courses they have registered before their leave application is approved depending on the date of application submission.** For details, please check the SGS Web site: www.cityu.edu.hk/sgs/.
5. Special attendance or assessment arrangements may be required if there are changes to the structure of the programme during the period of leave of absence. On occasions where the programme is to be phased out, resumption of studies in the same programme may not be possible.
6. Students are not allowed to register simultaneously in another programme of study in the University or in any other institution without the prior permission of the Chow Yei Ching School of Graduate Studies. This also applies to students who are on leave.