

Chow Yei Ching School of Graduate Studies
Research Degree and Professional Doctorate Programmes
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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 Applicati	on (*Please delete as appropriate)
Have you been approved for leave or	f absence within your study period? *Yes/No
If yes, the cumulative leave period is	:: semester(s)
Period of Leave of Absence Applie [Each application can cover at most two if necessary.]	d For semesters. Please submit another application before the start of the new period
I would like to take leave from: and resume my study in:	Semester A/B*, 201/_ Semester A/B*, 201/_
(Note: Semester A normally starts fr	om September and Semester B from January.)
Reasons for Leave of Absence: (Pl	ease attach relevant supporting documents, if any)

Secti	ion C Declaration (*Please delete as a	ppropriate)	
1.	I understand that marks/grades previously assigned, including any fail grade given, say due to failure t submit coursework, may be retained and counted in the assessment upon my resumption of studies a 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.	
4	☐ I have not settled the tuition fee for the current semester and will do so before the due date. I have read the attached Guidelines for Leave of Absence and understand that my leave of absenwill/will not* count towards my maximum period of study if approved.		
4.			
5.		knowledge all information given above is true and correct.	
	Signature of Student	Date	
	Please pass the form to Sup	ervisor/Programme Leader for recommendation.	
		visor/Programme Leader (*Please delete as appropriate)	
I sup	pport/do not support* the application.		
Com	ments:		
		_	
Sign	ature:	Date:	
Nam	e:		
		ne Department Head/School Dean for approval.	
Secti	ion E Approval by Department Head	/School Dean (*Please delete as appropriate)	
I app	prove/do not approve* the application.		
Com	ments:		
Com	ments.		
Sign	ature of Department Head/School Dean	Date	
	Plea	se return the form to SGS	
Secti	ion F For SGS Use		
Ren	narks:		
Che	ecked by: Date:		

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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.
 - c. EngD(EM) students admitted in 2012 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.

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