



Australia's Global University

HR06

Application for Study & Examination Leave

(HR.V1.0 - 7.05.18)

Application for Study Leave for session/term

(You must apply for Study Leave each session/term of your course)

Name:	Position:	Staff ID:
Work Unit:	Phone:	
<input type="checkbox"/> Full Time Employee or <input type="checkbox"/> Part Time Employee hours per week		

2. Qualifications Held

Please list all the qualifications you have obtained since you left school:

3. Current Studies

Course Title:	Stage/Year:						
Study by Regular Class Attendance	hours per week.						
Subjects you are studying this session/term. <i>(Show timetable if you attend classes each week)</i>							
Subject Name	Number	Institution	Mon	Tues	Wed	Thu	Fri

4. Academic Record

Please attach a statement of Academic Record, including all examination results, for your current course.

5. Amount of Study and Examination Leave Applied For

Study Time is calculated at half an hour per hour of class contact time (or equivalent for distance education) up to a maximum of **four hours per week** *.

I apply for ___ hours per week (class contact time) this _____ session/term of study time.
 I also apply for _____ hours on _____ (date) to attend examinations required in the course of study.
 I agree to make regular progress reports to my Head of School/Unit.

Date:

Supervisor's Recommendation

Please give your reasons if you are not supporting the application. If the applicant is studying for a second qualification, please explain how it is relevant to the applicant's current position and the needs of the University.

I **support** / **do not support** this application

Reasons:

Name: _____ Position: _____ School/Unit: _____

Signature: _____ Date: _____ Phone: _____

Please send this application to your [HR Consultant](#)

HR Department Use Only

Study Time *granted* *not granted* Comment: _____

_____ hours per week.

Signature _____ Date: _____

Checked Recorded Copy to: Supervisor Applicant

* Additional time may be granted for the purpose of attending examinations required in the course of study. Please refer to Clause 44.0 of the UNSW (Professional Staff) Enterprise Agreement 2015.