

## Study Leave (SGS06)

*Please read the attached notes carefully before completing the form.*

### Section A Personal Particulars (\*please delete as appropriate)

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_ Department/School: \_\_\_\_\_

Start Date: \_\_\_\_\_ Programme: MPhil/PhD\* Mode of Study: FT/PT\*

Contact Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a Hong Kong PhD Fellowship recipient?  No  Yes

*If yes and your application period exceed 90 consecutive days or an aggregate of 183 days during the three-year fellowship period, then you are also required to complete form HKPFS02 which can be downloaded from <http://www.cityu.edu.hk/sgs/rpg/student/> (at least six weeks before the proposed change effective date).*

Is the study leave related to assigned departmental duty?  No  Yes

If yes, please complete the following:

(i) Is this duty related to your research work?  No  Yes

(ii) Please provide justification for applying study leave to perform departmental duty:

\_\_\_\_\_

\_\_\_\_\_

### Section B Details of Study Plan (To be completed by the Student)

- (1) *Students who will be associated with an overseas institution during the leave period are required to attach a copy of the letter of acceptance from the receiving institution.*
- (2) *Students applying for a study leave of more than two months are required to attach a detailed proposal on the purpose of the study and the research work to be undertaken during the leave period for approval.*

1. Location and Name of Affiliate Institution (see note 1 above): \_\_\_\_\_

\_\_\_\_\_

2. Nature of Study (e.g. attend courses, research, data collection, etc.): \_\_\_\_\_

3. Contact information during my study leave period:

Tel \_\_\_\_\_ No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

4. Period of Study Leave: from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(dd/mm/yyyy) to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(dd/mm/yyyy)

Date of Return: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(dd/mm/yyyy)

5. Justifications (see note 2 above): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Arrangement of coursework

I understand that if my leave application is approved, I will need to submit the Change in Coursework Plan for Research Students (Form SGS16B) to SGS for alternative coursework arrangements if my coursework is affected.

7. Arrangement for departmental duties, if applicable, during my proposed period of study leave (applies to studentship recipients only) (*Please tick as appropriate*)

Not applicable

I have made proper arrangement for departmental duties during my period of study leave. Detailed arrangements are given below:

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8. **Undertaking (Only applicable to studentship recipients whose leave period exceeds one month)**

I fully understand the following conditions governing the award of Studentship during my study leave period:

- a. The studentship, which will continue to be released to me, may be suspended if there is any unsatisfactory progress in my studies as reported by my Supervisor/Department/School.
- b. I agree to repay the full amount of the studentship awarded to me during my study leave period if I fail to return to City University of Hong Kong to continue my research studies by the approved return date.

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Student's Signature

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Date

**Section C Recommendation of the Supervisor (\*please delete as appropriate)**

*Research students are not normally allowed to take study leave outside Hong Kong for the purpose of leading student activities overseas unless proper justifications can be provided to demonstrate that the activities are related to the student's research work. As such, special approval from SGS and the appropriate line manager should be obtained.*

1. I recommend/do not recommend\* the student's application for study leave.

Please state reasons for supporting this application: \_\_\_\_\_  

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2. I will maintain regular contact with the student during the leave period and shall report to SGS if any study progress problem with the student is identified.

- 3a. If the application for study leave is related to assigned departmental duties and the student is required to lead activities outside Hong Kong, please provide justification:  

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- 3b. I understand that the Department/School concerned is required to arrange insurance for the student for undertaking departmental duties outside Hong Kong.

4. For students who wish to take a study leave of more than two months, the supervisor should recommend a person in the receiving institution who will supervise the student's study progress during the leave period:

Name of the mentor: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**Section D Endorsement by the Department Head/School Dean (\*please delete as appropriate)**

*Applications resulting in a cumulative period of study leave not exceeding half of the stipulated (normal) study period can be approved by the Department/School.*

- i) I understand that the student has previously been approved for a total of \_\_\_\_\_ months of study leave (*please refer to AIMS for information*) and the cumulative period of study leave, including the proposed leave period in this application, will/will not\* exceed 50% of the stipulated (normal) study period.
- ii) I approve/do not approve\* the supervisor's recommendation.
- iii) I confirm that the student has made proper arrangements for his/her departmental duties during the leave period.
- iv) For applications related to assigned departmental duties outside Hong Kong (if applicable), insurance has been/will be arranged by our department/school for the student during the leave period.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Department Head/School Dean

\_\_\_\_\_  
Date

**Please return this form to SGS for record.**

**Section E Approval of Chow Yei Ching School of Graduate Studies (\*please delete as appropriate)**

*Approval from SGS is required when the student's application constitutes part of his/her departmental duties and the study leave is to be taken outside of Hong Kong.*

I approve/do not approve\* the student's leave application.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Associate Dean (SGS)

\_\_\_\_\_  
Date

For Office Use: Follow-up on coursework arrangements:  yes  not applicable

Total number of months of study leave approved: \_\_\_\_\_

Exceed 50% of normal study period:  yes  no

Others:

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Study Leave (SGS06)**

### Notes:

- (1) Students who wish to take study leave for academic purposes (exclude attending conferences) related to their research and/or study outside Hong Kong should apply through their supervisor, at least **one month prior to the start of leave**. Students who have been assigned departmental duties are required to make the necessary arrangements with the Department before taking leave.
- (2) The leave taken should be counted towards the student's period of candidature.
- (3) The accumulated leave period should not normally exceed 50% of the stipulated (normal) study period.
- (4) For students applying for a study leave of more than two months, a detailed proposal on the purpose of the study and the research work to be undertaken during the leave period should be attached to this form for approval.
- (5) Students who will be associated with an overseas institution during the leave period are required to attach to this form a copy of the letter of acceptance from the receiving institution.
- (6) **During the study leave period, students are required to continue to pay the required tuition/continuation fee. Continuation of the award of the Postgraduate Studentship and the Research Tuition Scholarship, if applicable, will be considered on a case-by-case basis.**
- (7) **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 School of Graduate Studies (SGS). This regulation also applies to students who are on study leave.**
- (8) Students on study leave should continue to abide by the University's regulations and guidelines.
- (9) Please return the completed form, together with any supporting documents (e.g. the proposal and the letter of acceptance mentioned in notes 4 and 5 above) in relation to the leave application, to SGS.

### For Studentship recipients

- (10) Students will be required to repay the full amount of the Studentship awarded during the leave period if they fail to return to CityUHK to continue research studies by the stipulated date without valid reasons.
- (11) Hong Kong PhD Fellowship recipients may spend an aggregate period of up to 183 days outside Hong Kong for academic/research activity in the three-year fellowship period. If s/he stays outside Hong Kong for academic/research activity for an aggregate period exceeding 90 consecutive days, or an aggregate of 183 days, the stipend will be suspended immediately unless prior approval by the Research Grants Council has been given upon provision of strong justification by CityUHK.

### For students under Mainland Collaboration Schemes

- (12) In general, students under the Mainland Collaboration Schemes are not eligible for Study Leave except some students under "1+4" study model of the USTC Scheme. Students who wish to apply for Study Leave should contact USTC – CityU Joint Advanced Research Centre (Suzhou) for details before completing the Form.