

## **Application For Official Leave of Absence (LOA) (including maternity leave)**

[Note : The following applies only to application for official leave of absence. For guidelines on vacation leave, compassionate leave, conference leave etc, please check with your School instead. ]

1. Application for official leave of absence (LOA) must be submitted to GSO through the Supervisor, Division Head and Chair/Dean of School.
2. The candidate should submit the LOA application **to the supervisor** at least 7 working days in advance of the leave. Reasons for the application must be clearly stated and relevant supporting documents must be attached.
3. Leave of absence granted will be counted towards the permitted maximum period of candidature.
4. If the leave period applied for goes beyond the permitted maximum candidature, student must seek approval from the School for extension of candidature before the LOA can be processed. The candidature extended must be able to cover the leave period and the additional time needed to complete the thesis. There is no automatic extension of candidature to account for the period of leave. In addition, should the student submit the thesis for examination during the leave period, the student will be liable for fees for the semester.
5. A non-refundable administrative fee of \$53.50 (inclusive of prevailing GST) is payable for each semester of official LOA granted. (If LOA granted is less than 1 semester but more than 1 month, an administrative fee of \$53.50 will be charged)
6. The research scholarship will be suspended during the period of LOA, and will be resumed upon confirmation of students' return from leave. The scholarship suspension will be counted towards the maximum period of the scholarship. That is, if the maximum period of scholarship for a Ph.D. student is 4 years and the student has taken 2 years of LOA, the student will receive only 2 years of scholarship.
7. Special concession may be given to married female research scholars to apply for maternity leave with full scholarship stipend up to a limit of 8 weeks per occasion of childbirth. Approval is at the discretion of the Chair/Dean of Schools on case-by-case basis. Application must be supported by a medical certificate issued by a registered medical practitioner in Singapore. The student will be required to submit her thesis within the scholarship tenable period. Request for maternity leave must be submitted in the same manner as normal official LOA.
8. Full-time international students granted leave of absence for one semester or more are required to cancel and surrender their Student's Pass as required by Immigration & Checkpoints Authority, and re-apply for a new Student's Pass through the University at least 4 weeks before they resume study.
9. Research students need not apply for official LOA to go for reservist, and there is no suspension of RSS stipend during the reservist period either.