

The Hong Kong University of Science and Technology
Environmental Engineering Program (EVNG)

Postgraduate Student Leave Application Form

Student Name: _____

Student No: _____

Program: MPhil/PhD

Part 1 - Leave details

<i>Leave type</i>	<i>From</i>	<i>To</i>	<i>City/Country</i>	<i>Total no. of days</i>	<i>Date of Resume duty</i>
<i>Annual Leave</i>					
<i>Duty/Conference Leave*</i>					
<i>Exchange*</i>					
<i>Others *</i>					

*Purpose of Travel/Exchange/Others (please specify):

(Please attach additional sheets if necessary)

Correspondence address or contact phone numbers during the leave period:

Signature: _____

Date: _____

(Applicant)

Part 2 - Approval from the Supervisor

Application is approved / not approved.

Comments:

Signature: _____ Name (Prof)/Dept: _____ Date: _____

NOTES:

1. *Brief descriptions of the planned activities for each date/period at each destination should be stated.*
2. *Please ensure that you have valid travel insurance policy before you make the trip.*
3. *Please fill out the leave form for any leave application and submit it to EVNG Program Office ONE WEEK before the start of the leave date.*