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

Postgraduate Student Leave Application Form

Student Name: ___________________________  Student No: ___________________________

Program: MPhil/PhD

Part 1 - Leave details

<table>
<thead>
<tr>
<th>Leave type</th>
<th>From</th>
<th>To</th>
<th>City/Country</th>
<th>Total no. of days</th>
<th>Date of Resume duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
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<tr>
<td>Duty/Conference Leave*</td>
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<tr>
<td>Exchange*</td>
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<tr>
<td>Others *</td>
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</tbody>
</table>

*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.

July 2019