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>
<td></td>
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</tr>
</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.