

# LEAVE OF ABSENCE

## INFORMATION SHEET



### Domestic and Off-Shore Students

If you have completed 10 units or more of study in your program and are considering taking some time away from study you may be eligible to take a leave of absence.

All domestic and off-shore students enrolled in eligible programs may apply for a one year Leave of Absence via myHub. You will not have to submit the attached form. At the end of the year of leave the University will contact you about re-enrolling, discontinuing or applying for approval for a second year of leave. If you wish to apply for a second year of leave, please complete the attached form.

### International students

International students in eligible programs can take a Leave of Absence with University approval under compelling or compassionate circumstances. You are required to contact the Student Advice Team to have your situation assessed. Student Advisors can be contacted at [StudentAdvice@newcastle.edu.au](mailto:StudentAdvice@newcastle.edu.au) or you can make an appointment at any of the Student Hubs.

### All students

A number of programs cannot guarantee a Leave of Absence due to progression requirements, accreditation restrictions or discontinuation of the program. Visit the Leave of absence section of the [Admission and Enrolment Policy and Procedure Manual](#) to view all excluded programs. If you wish to apply for leave from a program listed in Section 19, please complete the attached form.

Candidates for Research Higher degrees may request Leave of Absence after completion of one full-time or two part-time years. Application forms are available at [Research Higher Degree forms](#).

### How to apply

Students who wish to take Leave of Absence from a program that is on the excluded list or any students wishing to undertake a second year leave of absence will need to complete the attached form and submit to:

- For Domestic, online and offshore students: [ProgramAdvice@newcastle.edu.au](mailto:ProgramAdvice@newcastle.edu.au).
- For Bachelor of Medicine (JMP) students: [ProgramAdvice@newcastle.edu.au](mailto:ProgramAdvice@newcastle.edu.au) for consideration by the Dean of Medicine.
- For students studying at UoN Singapore: [Singapore-ProgramAdvice@newcastle.edu.au](mailto:Singapore-ProgramAdvice@newcastle.edu.au)

### Outcome of application

You will be advised of the outcome at the earliest opportunity; however processing of applications may be delayed during peak periods. It is therefore essential that applications are received three weeks prior to the commencement of the term (semester or trimester) in which you wish to commence your leave of absence.

### Important notes:

For further information on leave of absence, please refer to [Admission and Enrolment Procedure Manual - Coursework Programs](#)

Due to the structure or accreditation requirement of some programs your Faculty may have further restrictions. You are advised to liaise with your Program Advisor for further advice before submitting your application if you believe this may apply.



# APPLICATION FOR LEAVE OF ABSENCE

## STUDENT DETAILS

Full Name: \_\_\_\_\_ Student No: \_\_\_\_\_

Program: \_\_\_\_\_ Major / Specialisation: \_\_\_\_\_

Campus: \_\_\_\_\_ Citizenship Status: \_\_\_\_\_

I am a domestic or off-shore student applying for a:

Second Year Leave of Absence

Leave of Absence from a Program in Teach Out

Leave of Absence from an End-On Honours Program

Leave of Absence from an Accredited program within the Faculty of Health and Medicine

Period of Leave requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leave:

### I understand that:

- This application form should be submitted before the commencement of the term in which I wish to commence my leave of absence.
- I must read the University's Maximum Time for Completion of Programs Schedule - <https://policies.newcastle.edu.au/document/view-current.php?id=108>
- I will still be subject to the maximum time for completion for my program, my period of leave will be included in my maximum time.
- I will be advised of the outcome of this application via my NUmail only.
- Whilst on Leave of Absence I am still required to check my NUmail weekly.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### LODGEMENT OF FORM

Via email to  
[ProgramAdvice@newcastle.edu.au](mailto:ProgramAdvice@newcastle.edu.au)

UON Singapore to:  
[Singapore-ProgramAdvice@newcastle.edu.au](mailto:Singapore-ProgramAdvice@newcastle.edu.au)



Office Use Only

**PROGRAM ADVISOR'S RECOMMENDATION**

Recommended

/

Not Recommended

**NEWCASTLE**  
AUSTRALIA

Comments:

Program Advisor's Name:

Signature:

Date:

**PROGRAM CONVENOR RECOMMENDATION**

APPROVED

/

NOT APPROVED

Comments:

Program Convenor's Name:

Signature:

Date:

**STUDENT PROCESSES**

Enrolment request processed by:

Date:

Email notification to student by:

Date: