

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 Program Advice Team to have your situation assessed. Program Advisors can be contacted at ProgramAdvice@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 [Enrolment Manual](#) to view all excluded programs. If you wish to apply for leave from a program excluded from automatic leave of absence, please complete the attached form. A list of programs excluded from automatic leave of absence can be found via [Taking a break from study](#).

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.
- For Bachelor of Medicine (JMP) students: ProgramAdvice@newcastle.edu.au for consideration by the Dean of Medicine.
- For students studying at UoN 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 the [Enrolment Manual](#).

Due to the structure or accreditation requirement of some programs your College 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.



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

APPLICATION FOR LEAVE OF ABSENCE

STUDENT DETAILS

Full Name: _____ Student No: _____

Program: _____ Major / Specialisation: _____

Campus: _____ Citizenship Status: _____

I am a domestic, international 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 College of Health, Medicine and Wellbeing

Commence leave from:

Recommence study from:

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 NUmil only.
- Whilst on Leave of Absence I am still required to check my NUmil weekly.

Applicant's signature: _____ Date: _____

LODGEMENT OF FORM

Via email to
ProgramAdvice@newcastle.edu.au

Office Use Only

PROGRAM ADVISOR'S RECOMMENDATION	
☐ Recommended / ☐ Not Recommended	
Comments:	
Program Advisor's Name:	
Signature:	Date:
COLLEGE PRO VICE-CHANCELLOR'S/DEAN OF MEDICINE'S (JMP) RECOMMENDATION	
APPROVED / NOT APPROVED	
Comments:	
College PVC's Name:	
Signature:	Date:
STUDENT PROCESSES	
Enrolment request processed by:	Date:
Email notification to student by:	Date: