INTRODUCTION

The essential feature of the HDR Leave Application process is to conform to the CDU Common Rules for the Degree, whereby the HOS, or the Deputy Vice Chancellor (Research) on the recommendation of the appropriate HOS, may grant leave of absence from a course of study in special cases.

The period of such leave shall not be counted as part of the period of candidature specified for the course.

Total leave of absence, excluding sick, maternity or paternity leave, granted during the period of candidature shall not exceed one year.

COMPLIANCE

This is a compliance requirement under the:

- Higher Education Standards Framework (Threshold Standards);
- Standards for Registered Training Organisations (RTOs); and
- National Code of Practice for Providers of Education and Training to Overseas Students.

INTENT

This document outlines the HDR Leave Application process for a leave of absence from a course of study in special cases.

RELEVANT DEFINITIONS

In the context of this document

PROCEDURES

Process for applying Leave of Absence and Recreation, Maternity, Special and Sick Leave

Candidate downloads the leave form from the CDU website or requests a copy from the Research Office.

Research Office sends the Candidate a copy of the leave form by mail/email.

Candidate completes the leave form and, for maternity leave and extended sick leave, attaches a medical certificate from a doctor or other health care professional.

Supervisor support/rejects application. If rejected this recommendation is made to DVC(R).

HOS supports/rejects application. If rejected this recommendation is made to DVC(R).

Research Office prepares documentation for consideration by DVC(R).

DVC(R) approves/rejects application/recommendation. If rejected leave is not authorised.
Research Office advises Candidate, Supervisor, HOS of outcome and updates internal records.

**ESSENTIAL SUPPORTING INFORMATION**

Internal

External

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<th>Document History and Version Control</th>
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<th>Version</th>
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<td>1.00</td>
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