Form RC/38
(Aug 2018)

THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

Application for Vacation Leave for Research Students
(Research Degree Programmes)

Please read the Notes to Students overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____ Student No. | | | | | | | | | R |

Degree: ☐ PhD ☐ MPhil (Please ✓ as appropriate)

Department/School _____ Day-time Contact Tel No _____

Name of Partner Institution (if applicable) _____

II. APPLICATION DETAILS

Current leave balance	_____ *days*
Days applied for	_____ *days*
Period	*From* _____ *to* _____ *(inclusive)* *(day/month/year)* *(day/month/year)*
Date of resumption of study	_____ *(day/month/year)*

Signature of Student _____ Date _____

III. DECISION OF CHIEF SUPERVISOR (For Department Use)

Application is ☐ approved. ☐ rejected. (Please ✓as appropriate)

Signature of Chief Supervisor _____ Date _____

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PROFORMA REPLY TO STUDENT

Name of Student _____ Student No. | | | | | | | | | R |

Department/School _____ Degree: ☐PhD ☐ MPhil (Please ✓as appropriate)

Application for Vacation Leave

Please be informed that your application for vacation leave from _____ to _____ (inclusive)* has / has not been approved.

Informed student by _____ of General Office (_____) on _____.
Name Department/School Date

(*Please delete as appropriate)

Notes to Students

1. Only full-time students are entitled to take vacation leave. Stipend recipients will normally be paid their stipends during the approved period of vacation leave, which will be counted towards their normal/maximum period of study. Part-time students are not entitled to take vacation leave. Hence they are not required to submit any leave application.

2. Full-time students are entitled to vacation leave throughout each study year, while the leave balance of a student at any time in a particular study year is calculated as the difference between the leave entitlement and the number of days of vacation leave they have taken in that study year. A "study year" for a student is any continuous period of 12 months beginning from the month they register with the University. For example, if a student starts on 16 May 2013, their study year will be from May until April of the following year and will repeat in this fashion throughout the rest of their programme of study.

3. Research students may check their leave balance / leave record with the General Office of the Department/School.

4. Research students are assumed to carry a "workload" amounting to five working days in every calendar week (seven calendar days). "Four weeks" is interpreted as four calendar weeks so that a full-time student is entitled to a total of 20 working days of vacation leave per study year. Students taking vacation leave can resume study on a weekday or a Saturday as specified by the Chief Supervisor.

5. Research students shall be allowed to take the entire four weeks of vacation leave in one go, or take a number of shorter vacations in a study year.

6. Vacation leave cannot be accumulated, nor can it be carried forward to the next study year. Any leave balance at the end of the study year will lapse automatically.

7. Research students are <u>not</u> expected/required to clear their vacation leave.

8. Research students are at liberty to use their vacation leave to undertake research activities, e.g., to attend conferences.

9. A student who wishes to apply for vacation leave should obtain approval from the Chief Supervisor by following the procedures specified below:

   9.1 Submit an application for vacation leave to the Department/School as early as possible before the leave is taken.

   9.2 Complete Sections I and II of the form. The completed form should be returned to the General Office of the Department/School concerned.

10. The information given in the form will be used only for the processing of this application.