

# Overview of Higher Degree by Research Leave Provisions

Application for Leave from Candidature form can be at <https://www.canberra.edu.au/current-students/canberra-students/current-research-students/forms>

Type of Leave	Length of leave	Domestic Students	International Students	Evidence	Maximum course completion date extended	New CoE (for Visa) International	Enrolment Status and day count	UC Approvals	Forms
<b>Intermission</b> (break from study)	Minimum of 6 months (max of 12 months) 1 <sup>st</sup> Jan – 30 June 1 July – 31 Dec	Yes, eligible	Eligible only in compassionate circumstances	Supporting documentation	Yes, extension equivalent to length of intermission	Yes, International students to check Visa compliance with ISSS *	Intermit (not Enrolled)  Day count stopped	Primary Supervisor, ADR* (and ISSS* for international students)	Application for Leave from Candidature Form
<b>Sick Leave</b>	If sick for <b>less than 10</b> continuous working days	Yes, eligible	Yes, eligible	N/A	No	N/A	Enrolled  Day count continues	Primary Supervisor	Consultation with Primary Supervisor
<b>Sick Leave</b>	If sick for <b>more than 10</b> continuous working days	Yes, eligible	Yes, eligible	Medical Certificate	Yes, extension equivalent to length of sick leave	Yes, international students to check Visa compliance with ISSS *	Enrolled  Day count stopped	Primary Supervisor, ADR* (and ISSS* for international students)	Application for Leave from Candidature Form
<b>Parental Leave</b>	60 working days for primary carer	Yes, eligible	Yes, eligible	Medical Certificate with birth date	Yes, extension equivalent to length of parental leave	Yes, international students to check Visa compliance with ISSS *	Enrolled  Day count stopped	Primary Supervisor, ADR* (and ISSS* for international students)	Application for Leave from Candidature Form
<b>Compassionate Leave</b>	Unlimited	Yes, eligible	Yes, eligible	Medical Certificate or other supporting documentation	Extension equivalent to length of leave is at the discretion of the ADR *	Yes, international students to check Visa compliance with ISSS *	Enrolled  Day count <i>may</i> be stopped	Primary Supervisor, ADR* (and ISSS* for international students)	Application for Leave from Candidature Form
<b>Recreation Leave</b>	20 working days per year	Yes, eligible	Yes, eligible	N/A	No	N/A	Enrolled  Day count continues	Primary Supervisor	Consultation with Primary Supervisor

## Important to note:

- Candidates enrolled in coursework (usually in the first 6-12 months of the course) are not eligible to take leave. They need to negotiate extensions to assessment items for individual units they are enrolled in with the relevant unit convenor.
- Candidates who have exceeded their maximum period of candidature (are 'overtime') will not normally be eligible for leave.
- Candidates in receipt of a stipend scholarship may have paid leave provisions included in their stipend. Refer to the stipend conditions of award for details.
- Working Day = Calendar Day for all HDR candidates

\* ADR = Associate Dean Research, \* ISSS = International Student Support Service