

Graduate School

Application Form for Leave of Absence

(For Research Postgraduate Students)

Personal Information Collection Statement :

1. The personal data provided in this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. For correction of or access to the personal data after submission of this form, please contact Amy Wong at ext. 38345 or email to: phwong@mae.cuhk.edu.hk.
3. Information provided in this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.

I. PERSONAL PARTICULARS :

Name (English) _____ (Chinese) _____ Student ID No. _____

Year of Attendance _____ Study Programme MAEG Degree Ph.D. M.Phil.**II. DETAILS OF APPLICATION :**
 Annual Leave From _____ To _____ Total: _____ days
 (dd/mm/yy) (dd/mm/yy)

Reason: _____

Signature of Student _____ Date _____

III. APPROVAL :*Thesis Supervisor* Recommended Not Recommended

Comments _____

Name _____ Signature _____ Date _____

Division Head Recommended Not Recommended

Comments _____

Name _____ Signature _____ Date _____

Official record :

Annual Leave Entitlement = 14 days (from _____ to _____)

Annual Leave Taken = _____ days

Balance Available = _____ days