Notification of annual leave
Crawford PhD
Crawford School of Public Policy

Overview

Full-time research students are expected to be on program for 48 weeks of the year and are entitled to 4 weeks leave per year (plus public holidays), pro rata'd for part-time students. This quota cannot be carried over from one year to the next. Recreation or annual leave is not covered by the University insurance policy. Please see the Crawford PhD wiki leave pages for information on program and other leave.

Applicant to complete

Student name   Student number

ANU email address

My milestones are up-to-date   Program

    Yes   IDEC

    No   POGO

                                                    NSC

                                                    RE&D

Date of proposed leave   Date of proposed leave
commencement   return

[   ]   [   ]

Checklist

    Milestones are up-to-date

    Chair of Supervisory Panel's approval is attached

Comments (optional)

Student's signature   Date

                                         [   ]

Chair of Supervisory Panel to complete
Ask your supervisor to complete this section

Chair of Supervisory Panel's name

ANU email address

Chair's endorsement

Yes

No

Chair of Panel's signature   Date

How to submit your form
Once complete, please email this form and any attachments to cap.hdr@anu.edu.au with the subject line, 'CRAWFORD PhD: Annual leave application, [your name, your student number].

Delegated Authority approval
OFFICE USE ONLY. DA ONLY TO COMPLETE
Note to Administrator: This leave is not recorded on ESP but the form is kept on the Student's Record

Approved

Yes

No

Comments

DA signature

Name of DA   Date