

**THE UNIVERSITY OF HONG KONG**  
Department of Earth Sciences  
Application for Leave  
(Taught Postgraduate Student)

**A. FOR COMPLETION BY STUDENT**

1. University No: \_\_\_\_\_ Name: \_\_\_\_\_  
*Surname* *Last name*  
Tel. No.: \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Home)  
Year: \_\_\_\_\_ Theme: \_\_\_\_\_  
Mode: Part-time/Full-time\* Email address: \_\_\_\_\_

2. Purpose and Details of Leave: *(please tick as appropriate)*

 **Vacation Leave**

From \_\_\_\_\_ (dd/mm/yyyy) to \_\_\_\_\_ (dd/mm/yyyy)

Reason(s): \_\_\_\_\_

**Sick Leave** *(Refer to HKU General Regulations G8: The student shall inform Department immediately of his/her sick leave. Student shall submit an application for sick leave and it must be accompanied by a certificate signed by a registered medical practitioner. A student who is unable for reasons of health to attend for a period of more than twelve continuous months shall be regarded as having withdrawn from his studies but may apply again for admission to the same or to another curriculum provided that he submits a certificate signed by a registered medical practitioner to the effect that his state of health will permit him to resume and to complete his studies.)*

From \_\_\_\_\_ (dd/mm/yyyy) to \_\_\_\_\_ (dd/mm/yyyy)

Reason(s): \_\_\_\_\_

3. I will / will not\* leave Hong Kong for \_\_\_\_\_ (destination) from \_\_\_\_\_ to \_\_\_\_\_.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\* *Delete as appropriate*

**B. DECISION OF PROGRAMME DIRECTOR**

I recommend/approve\* the grant of leave

for the period stated in section A2

for the period from \_\_\_\_\_ to \_\_\_\_\_

I do not recommend/approve\* the grant of leave.

Remarks (if any): \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Programme Director or representative