

**FACULTY OF ARTS AND SOCIAL SCIENCES
LEAVE APPLICATION FORM – FIELDWORK PURPOSES (FOR GRADUATE RESEARCH STUDENTS)**

Instructions:

1. This form is applicable to ALL graduate research students who are applying for leave for fieldwork purposes.
2. This application must be submitted by the student at least two weeks prior to the proposed leave period through the supervisor(s).
3. Leave applications are not required for fieldwork if the Faculty has given approval.
4. Upon your return, please inform the Department staff (through your supervisor) the date of return via email.

Section A: To be completed by STUDENT & submitted to supervisor(s) at least 2 weeks before proposed leave period			
Name:		Registration No:	
Degree Registered:		Department:	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time If part-time, state effective date of conversion from full-time to part-time, if applicable: <div style="text-align: right;">(dd/mm/yy)</div>		To be completed by NUS Research Scholars only: Award start date: <div style="text-align: right;">(dd/mm/yyyy)</div> Award expiry date: <div style="text-align: right;">(dd/mm/yyyy)</div>	
Occupation:		Name of Employer:	
Date Admitted:		Date of Maximum Candidature: Leave period required exceeds maximum candidature <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Leave Type	From (dd/mm/yyyy)	To (dd/mm/yyyy)
Period of leave required:	_____	_____	Duration (Mth(s) / Yr(s))
Previous leave granted:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Place(s) of visit <u>outside Singapore</u> during leave:			

Reason(s) for this application:

(attach separate sheet if necessary; any relevant supporting documentary evidence should be attached)

Student's Signature

Date (dd/mm/yyyy)

Section B: To be completed by SUPERVISOR(s) & forwarded to Department administrator

Application for Leave is **Supported** **Not Supported**

For Research Scholars Only:

Is research scholarship to be suspended? **Yes** **No**

Comments (attach separate sheet if necessary):

Name

Signature

Date (dd/mm/yyyy)

Note to Department administrator:

Please inform RO to update form of study in ISIS if leave period is one semester or more. This is to be done through the Request Tracker.