

**Request for Extended Leave  
For Full time Students**

**This form with appropriate signatures must be returned to the Office of Graduate Studies.**

**Note:** This form is to be completed by full-time graduate students who are or will be conducting their research activities /studies off-campus for a period of greater than 4 weeks.

Full time graduate students are expected to be geographically available to be eligible for funding. If a student is planning on doing research activities off campus for a period greater than 4 weeks, students should outline the reasons for being off campus and a short research plan to be eligible to receive funding from Trent University.

Graduate students requesting an extended leave:

- (i) must have registered for the term and be in good standing
- (ii) must have paid the term's fees, and must not have an outstanding student account balance
- (iii) must maintain continuous registration during the extended leave; or apply for a leave of absence or withdrawal
- (iv) meet periodically with your supervisor and supervisory committee throughout the term(s)
- (v) must complete the progress report with your supervisory at the end of the Winter term (April).
- (vi) must make continuous progress toward research activities
- (vii) must not be receiving paid work for more than 10 hours per week

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_ Email address: \_\_\_\_\_

Program \_\_\_\_\_ Masters \_\_\_\_\_ PhD \_\_\_\_\_ Supervisor \_\_\_\_\_

**Outline the reasons for requesting an extended leave and a short research plan** outlining how you expect to satisfy the progression requirements of the program. The plan of study must have a time frame and must be signed by the student and the supervisor.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Leaving University

\_\_\_\_\_  
Expected date of return ( if known)

I approve the above request to have the student continue their research activities off campus. I am aware that periodic meetings/consultation are required, as well as the completion of progress reports at the end of the winter term (April) each year.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Signature

\_\_\_\_\_  
Date

**FUNDING APPROVED/**  **NOT APPROVED BY:**

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date