**Application for Study Leave** (Joint PhD Programs)

境外联培研究生离校赴联培大学申请表

Instructions：

1. The complete form should be submitted to SUSTech Graduate School 15 workdays prior to the leave start date. The final approval for your leave request rests with the Graduate School.

2. Students whose study leave does not follow their individual study plan must submit the *Application to Changes to Study* before submitting this form.

3. Students should complete the *Pre-Departure Checklist*（《离校审批表》）before actual departure.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student Name |  | SUSTech ID |  | Partner University |  |
| SUSTech supervisor |  | | Supervisor of Partner U.-- name  and contact |  | |
| Department |  | | Program start date |  | |
| Contact details during your leave |  | | Emergency contact |  | |
|  | |
| Purpose for leave  *(please circle)* | 1. 🞎Final semester 🞎Final academic year at Partner U. 2. Short-term leave (max. 3 months) for PhD defense and graduation. I will check out my university dormitory in *YYYY/MM*.   *(Note: you must check out your dorm room within 2 weeks of your actual graduation date or by the end of your normal program duration, whichever is earlier.)*   1. Others, please provide details: | | | | |
| *I will leave SUSTech for \_\_\_\_\_\_\_\_\_\_\_ (destination) from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(YYYY/MM/DD) to \_\_\_\_\_\_\_\_\_\_\_\_\_(YYYY/MM/DD).* | | | | | |
| Expected return date, if applicable: | | | | | |
| Expected date to submit thesis: | | | | | |
| **Endorsement from SUSTech Supervisor**  Comments:  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Department** | 奖助学金截止年月：  Signature & Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **College/School** | 该生离校手续办结日期：  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **Decision of SUSTech Graduate School** | Signature & Seal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

**Pre-Departure Checklist**

**境外联培研究生离校审批表**

1. Please return this form to your college after completion. Colleges should email a soft copy to the Graduate School.
2. **Study leave**: students leaving for the partner institution only need to complete Step 1-4, and 7, which should be completed within one week before your leave start date.
3. **Graduation**: all checkout steps should be completed within two weeks of your graduation date.

|  |  |
| --- | --- |
| Name： | SUSTech ID： |
| 1. **实验室Laboratory**：   □All items returned实验物品已归还  经办人： 日期： | |
| 1. **系Department：**   □All items returned系资产已归还  系物资管理员： 日期： | |
| 1. **图书馆Library**（FL1, Library）：   □All items returned书籍已归还  经办人： 日期： | |
| 1. **宿舍管理Dormitory：**   □Dorm room checked out.已完成退宿  经办人： 日期： | |
| 1. **行政服务大厅Administrative Service Center（**FL1, Admin. Building**）：**   □Campus card canceled.校园卡已注销  **经办人： 日期：** | |
| 1. **学生证 Student ID Card** (辅导员College office)**：**   □Card returned.学生证已收回  经办人： 日期： | |
| 1. **学院审核College/School：**   □The student has completed all checkout procedures.  该生已办结离校手续  经办人： 日期： | |