HDR ABSENCES FROM THE UNIVERSITY

RECREATION LEAVE
PhD students are expected to be on course for forty eight weeks of the year and are entitled to four weeks recreation leave. Recreation leave is not covered by the University insurance policy.

FIELDWORK AND CONFERENCE LEAVE
This form should be used to seek permission of the Delegated Authority for absences on fieldwork, conferences etc. It should be completed and endorsed by a student's Chair of Panel and Research School Director at least four weeks before the departure, so that approval sought for funding can be considered.

APPROVAL TO TRAVEL

Any person who is travelling on behalf of the University must have prior approval from the appropriate delegate to undertake the travel and be absent from the University. An Approval to Travel Form (with quotes, costing, itinerary etc. attached to support the anticipated expenses) must be completed and signed by the appropriate delegate prior to making any travel commitments or bookings. All travel must be approved in order to qualify for cover under the University's Business Travel Insurance Policy.

INSURANCE
Travel undertaken on behalf of the University, eg fieldwork (both domestic and international) must be documented and approved in writing by the Delegated Authority prior to departure.

Please see the following ANU website for clarification of the travel insurance policy:
http://fbs.anu.edu.au/insurance/travel-information

TRAVEL DIARY
A travel diary must be completed for funded fieldwork or conference travel over 5 days. Students should hand the completed sheets to the College of Business and Economics Finance Officer within 15 days of their return. The pro forma can be found at https://policies.anu.edu.au/ppl/document/ANUP_000847

ETHICAL CLEARANCE
Ethical clearance is required for all research projects involving human participation. This can take up to two months or more to obtain. Please see the following website for more information: https://researchservices.anu.edu.au/ori/human/
# HDR ABSENCES FROM THE UNIVERSITY

**Family Name**

**Given Names**

**Degree**

**Research School**

<table>
<thead>
<tr>
<th>Proposed dates of absence</th>
<th>From: ____________________</th>
<th>To: ____________________</th>
</tr>
</thead>
</table>

**Purpose of absence:**

- Recreation [ ]
- Conference Attendance [ ]
- Fieldwork* [ ]

* For fieldwork, please attach a detailed schedule of proposed dates and method of travel, accommodation and contact details in each location.

**Is a travel schedule attached?** YES/NO

**Have you obtained ethical clearance?** YES/NO

**Have you applied for funding?** YES/NO

**Will you have access to your ANU email while away?** YES/NO

**TO BE APPROVED PRIOR TO DEPARTURE**

Approved / Not Approved: ____________________ Date: ____________________

**Chair of Panel**

Please submit form to the Research School Director:

Approved / Not Approved: ____________________ Date: ____________________

**Research School Director**

Completed form to HDR Student Administrative Office (Room 2.08/2.09)

Approved / Not Approved: ____________________ Date: ____________________

**Delegated Authority**

CBE Spreadsheet updated [ ] Entered on to Student System [ ] ____________________ Date: ____________________