

# THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

Department of Civil & Environmental Engineering

## Application for Annual Leave By Postgraduate Studentship Recipients

*(This form should be completed by the Student applying for leave, and to be endorsed by the Research Supervisor or Course Instructor before forwarding to the General Office for record and file.)*

Student's Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Program: MPhil/ PhD (\* Please delete the inappropriate item, e.g. ~~MPhil~~/ PhD)

Period of Leave:

Conference: \_\_\_\_\_ to \_\_\_\_\_ ( ) days  
(dd/mm/yy) (dd/mm/yy)

Personal: \_\_\_\_\_ to \_\_\_\_\_ ( ) days  
(dd/mm/yy) (dd/mm/yy)

Contact Number during Leave period: \_\_\_\_\_

Signature of Applicant:	Date:
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### Approved by:

Supervisor's Signature:	Course Instructor's Signature:
Date:	Date:
	Course Code:

### Report to Office:

Applicant's Signature:	Date:
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