

Online Leave Application System User Guide For Students

Graduate School

The Chinese University of Hong Kong

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I. Minimum System Requirement and Useful Information

Browser

CUSIS is compatible to desktop and mobile versions of most commonly used browsers. For details on supported browser versions, please visit <http://www.cuhk.edu.hk/cusis/com/cusis-PCrequirement.pdf>.

Pop-up

You might need to allow pop-ups in your browsers to access some specific CUHK online information. If your internet browser blocks pop-ups by default, you could follow the steps at www.cuhk.edu.hk/itsc/training/faq-popup.html to allow cuhk.edu.hk for pop-ups.

Session Timeout

When you leave the MyCUHK window idle for more than 20 minutes, the system will log you out. The timeout message will pop up two minutes before the session expires. Click OK to remain signed in.

Eligible Users

The online leave application system will be opened to both research postgraduate students and taught postgraduate students, excluding Associate Students, which may be accessed by students' OnePass login accounts on MyCUHK. Newly admitted students with temporary registration account will not be able to access this function in MyCUHK.

Leave Types and Reasons

Applications fall into four categories i.e. RPg students who are PGS holders, RPg students who are not or no longer are PGS holders, HKPFS awardees within their respective Fellowship period and taught postgraduate students. In this light, the system further organizes leave applications by type having regard to various leave reasons.

RPg Students

Student Type	Leave Type	Reason	Allow Free Text Input (Yes/No)	Allow Document Upload (Yes/No)	Compulsory Uploading of Required Supporting Document (Yes/No)	Compulsory Uploading of Supplementary Information (Yes/No)
RPG (with PGS)	In-residence leave	Conference/ Seminar/ Workshop	Yes	Yes	Yes	Yes
		Academic Visit/ Data Collection/ Exchange/ Fieldtrip/ Summer School	Yes	Yes	Yes	Yes

Student Type	Leave Type	Reason	Allow Free Text Input (Yes/No)	Allow Document Upload (Yes/No)	Compulsory Uploading of Required Supporting Document (Yes/No)	Compulsory Uploading of Supplementary Information (Yes/No)
RPG (with PGS)	In-residence leave	Others	Yes	Yes	No	Yes
	No-pay leave	Personal	Yes	Yes	No	Yes
		Medical	Yes	Yes	Yes	Yes
		Others	Yes	Yes	No	Yes
RPG (w/o PGS)	In-residence leave	Conference/ Seminar/ Workshop	Yes	Yes	Yes	Yes
		Academic Visit/ Data Collection/ Exchange/ Fieldtrip/ Summer School	Yes	Yes	Yes	Yes
		Others	Yes	Yes	No	Yes
	Non-academic leave	Personal	Yes	Yes	No	Yes
		Medical	Yes	Yes	Yes	Yes
		Others	Yes	Yes	No	Yes

HKPFS awardees

Student Type	Leave Type	Reason	Allow Free Text Input (Yes/No)	Allow Document Upload (Yes/No)	Compulsory Uploading of Required Supporting Document (Yes/No)	Compulsory Uploading of Supplementary Information (Yes/No)
HKPFS (Within Fellowship Period)	In-residence leave	Conference/ Seminar/ Workshop	Yes	Yes	Yes	Yes
		Academic Visit/ Data Collection/ Exchange/ Fieldtrip/ Summer School	Yes	Yes	Yes	Yes
		Others	Yes	Yes	No	Yes
	Non-academic leave	Personal	Yes	Yes	No	Yes
		Medical	Yes	Yes	Yes	Yes
		Others	Yes	Yes	No	Yes

HKPFS awardees upon the expiry of their respective fellowship period will have to choose the tracks designated for regular RPg students for filing of leave applications.

TPg Students

Student Type	Leave Type	Reason	Allow Free Text Input (Yes/No)	Allow Document Upload (Yes/No)	Compulsory Uploading of Required Supporting Document (Yes/No)	Compulsory Uploading of Supplementary Information (Yes/No)
TPG	Leave of Absence	Personal	Yes	Yes	No	Yes
		Medical	Yes	Yes	Yes	Yes
		Others	Yes	Yes	No	Yes
		Conference/ Seminar/ Workshop	Yes	Yes	Yes	Yes
		Academic Visit/ Data Collection/ Exchange/ Fieldtrip/ Summer School	Yes	Yes	Yes	Yes

Leave Duration

RPg Students

For RPg students, the duration of leave entitlement and leaves taken is calculated on the basis of days regardless of leave types.

Applications submitted for approval will be brought to approvers at the appropriate level through the predefined approval paths.

If the leave period intended is beyond the normative study period or the fellowship period, separate applications should be submitted.

EXAMPLE 1:

Student Type: RPg student

Intended period of In-residence leave/ No-pay leave: From 01/05/2021 to 31/08/2021
Normative study end date: 31/07/2021

*Student will have to submit **two separate leave applications:***
1st application: From 01/05/2021 to 31/07/2021 (up to the end of normative study period)
2nd application: From 01/08/2021 to 31/08/2021

EXAMPLE 2:

Student Type: HKPFS Awardee

Intended period of In-residence leave/ No-pay leave: from 01/06/2020 to 31/08/2021

Fellowship End Date: 31/07/2020

Normative Study End Date = 31/07/2021

Students will have to submit three separate leave applications:

1st application: From 01/06/2020 to 31/07/2020 (up to the end of fellowship period)

2nd application: From 01/08/2020 to 31/07/2021 (up to the end of normative study period)

3rd application: From 01/08/2021 to 31/08/2021

For leave applications submitted by research postgraduate students to attend conference, the maximum period allowed is up to 3 days plus the conference period for each application.

TPg Students

Owing to the nature of taught postgraduate programmes and that learning and teaching activities are organised in a term based fashion, leaves taken by TPg students will be recorded on the basis of a term. For instance, a student taken a month off will be recorded as taken leave for the given term, if approved.

For the actual term start/end dates of different programmes, please refer to GSO website at [Students > Academic Calendar > Term Dates for Postgraduate Programmes](#) for information. Your admission date and expected graduation date are among the factors defining the term your leave record will fall on.

Leave of absence **for non-medical reasons is limited to a maximum of one year in the first instance**, and any extension is limited to one more year, beyond which no further extension will be granted, unless approval from the Graduate Council is obtained in special cases.

IMPORTANT Notes:

1. The system will determine an approval path based on your leave application history and the details you have input in the current leave application, among other data, as appropriate. If you have submitted a leave cancellation request, please do **NOT** submit any new leave application until the cancellation request has been handled in which case the application status will be updated showing either “Approved” or “Denied”.
2. Students are required to submit the application for leave of absence to the Graduate Division/Graduate School for endorsement/approval **PRIOR** to taking leave. Strong justification must be provided for late applications.
3. Strong justification must be provided if research postgraduate student would like to take leave i) beyond their normative study period and ii) exceeding the entitlement of in-residence leave.

4. **ALL** applications with leave period **beyond the maximum study end date will be REJECTED.**
5. According to the leave policy of the Research Grants Council (RGC), HKPFS awardees must seek RGC's approval prior to leave taking. **HKPFS awardees are advised to submit leave application at least one month before the start of the intended leave period.**

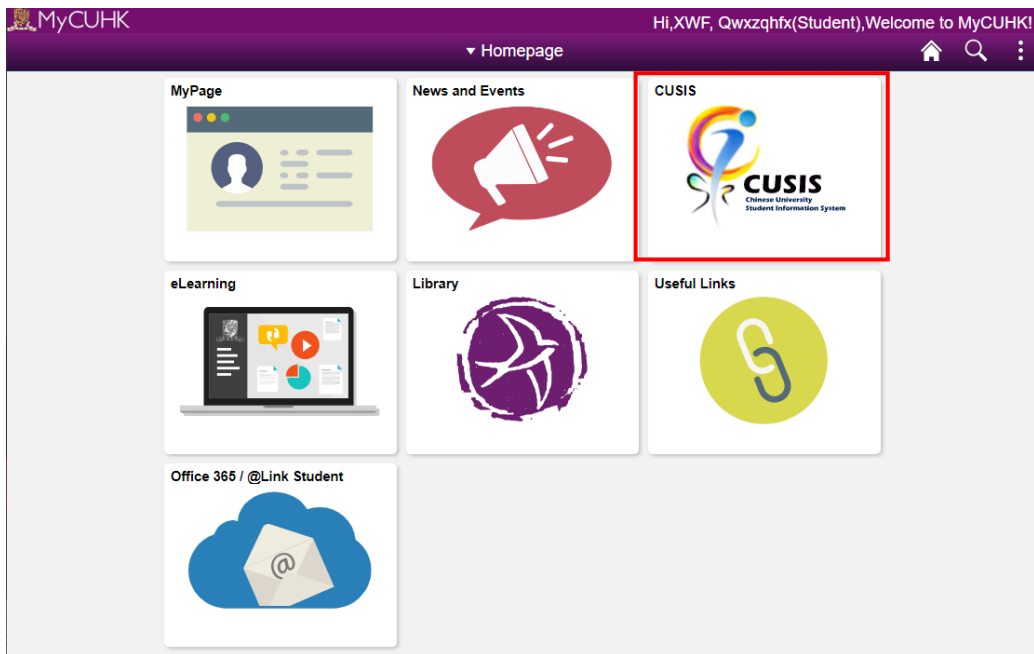
Students profiles, e.g. i) admission date, ii) normative study end date, iii) expected graduation date and iv) maximum study end date) are available at [MyCUHK > CUSIS > Profile > My Academics](#).

My Academics	
My Program	Program: MSc Physics
Institution - CUHK	Status: Active
Career - Postgraduate - Taught	Admission Date: 01/08/2019
Program - MSc Physics	Expected Graduation Date: 31/07/2020
Program (FT) - MSc Physics	Normative Study End Date: 31/07/2020
	Maximum Study End Date: 31/07/2022
	Study Mode: Full-time
	Plan: Program (FT): MSc Physics
	Plan Requirement Term: 2019-20 Term 1

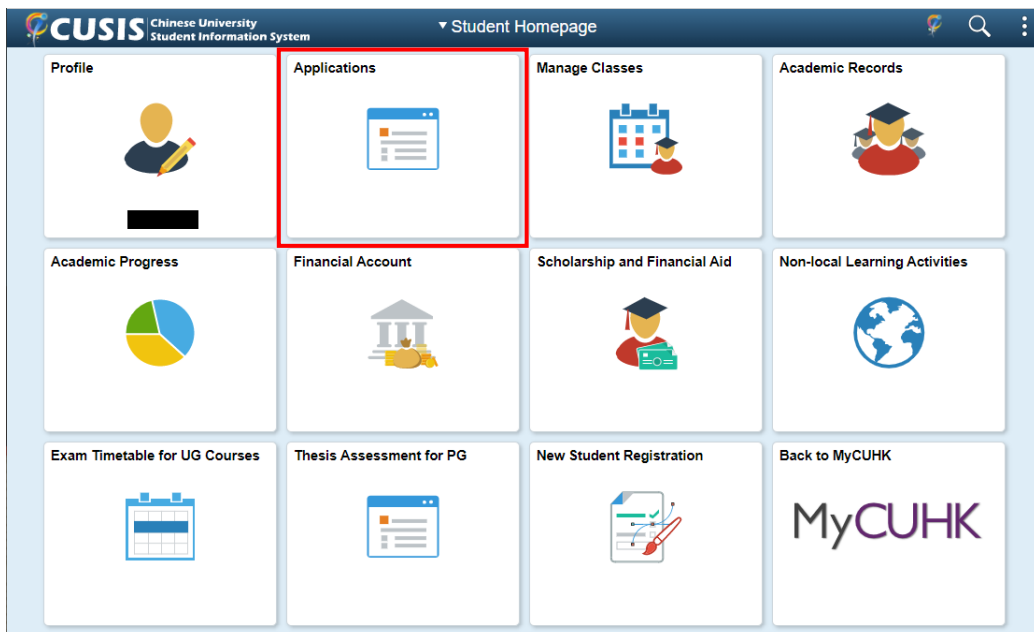
For HKPFS awardees, the fellowship period ends after **3 years counting from your admission date** in most cases. Please consult your programme/Graduate Division in case you have any questions.

II. How to submit leave application

A. Login (Path: MyCUHK > CUSIS)



B. Click the tile "Applications".



- C. Choose the function “Online Leave Application (PG)” from the menu, then select “Online Leave Application”.

The screenshot displays the 'Student Homepage' interface for 'Application'. The left sidebar contains a menu with the following items:

- Academic Related Applications (expanded)
- Program-Related Change (highlighted in green)
- Transfer Credit / Exemption
- Exempt CHLT1100 & CHLT1200
- Exempt ELTU1001
- Declare Major (UG)
- Science Major Registration
- Other Applications (collapsed)
- Online Leave Application(PG) (highlighted with a red box and an arrow pointing to the right)
- Leave Application History
- Online Leave Application (highlighted with a red box)
- Online Leave Notifications

The main content area is titled 'Program-Related Change Application' and 'Application Form Status'. It features a message box stating: 'You have no program change application records.' Below this is a green button labeled 'ADD NEW APPLICATION'. The main content area also contains detailed instructions for Undergraduate, Postgraduate (Taught and Research), and Postgraduate Diploma in Education (PGDE) students regarding program change applications.

D. Online Leave Application Form for TPg Students

(i) The online leave application form is composed of three sections.

Item	Description
1	Your personal particulars retrieved from CUSIS will be displayed in this section.
2	You will have to provide leave application details in this section.
3	Please read the “Notes for Students” before submission of leave applications.

(ii) Input Leave Application Details.

Item	Description	Mandatory
1	Please select the start term of your leave application. All terms before expected graduation date are available for selection.	Yes
2	Please select the end term of your leave application. All terms before expected graduation date are available for selection.	Yes
3	Only one leave type, i.e., "Leave of Absence" will be available for TPg students.	By default
4	Select an appropriate leave reason from the pull-down list.	Yes
5	Input supplementary information for your leave application.	Depending on the leave reason chosen.
6	Upload supplementary document to support your leave application. You can upload the file in MS Word, PDF, Excel or HTML format. Compressed file (e.g. ZIP) is not allowed. The maximum file size allowed is 10MB. Only ONE file is allowed for upload. If you have more than documents, please combine them into ONE file for upload.	Depending on the leave reason chosen.
7	You may double check the intended leave term and cumulative leave period here. The calculation of cumulative leave days includes all leave applications with status below: <ul style="list-style-type: none"> "Submitted" "In Progress" "Approved"* "Approved (Cancel Denied)" "Pending for Cancellation" *Leave application(s) approved before the launch of online system were also included in the calculation.	Not Applicable
8	You may provide more than one reason for the leave application. Please click the "+" icon to add an extra reason for your leave application.	No

(iii) To view the document uploaded to your leave application.

Item	Description
9	Click the “View” icon to review your supplementary document uploaded. Please remember to set your browser to allow pop-ups.
10	You may click the “ - ” icon to delete the supplementary document uploaded.

(iv) To submit or save your leave application.

Item	Description
11	Click the “Save” icon to save your leave application for submission later. You can amend or submit saved applications through the function “Leave Application History” available on menu.
12	Click “Submit” icon if you are ready to submit your leave application. No amendment is allowed after submission. System checking will be done and error messages will pop up in case you forgot to provide required information.

Please remember to either “Save” or “Submit” your leave application before using the other functions available on the menu.

- (v) After submission, the leave application status will be changed to “Submitted” and a leave application number will be generated by system. Please double check if the cumulative leave period is correctly shown on the leave application form, i.e., previous balance + the new application.

- (vi) For application with status “Submitted”, a leave approval path will be shown at the bottom of the online leave application form.

Leave Approval



E. Online Leave Application Form for RPg Students

(i) The online leave application form is composed of three sections.

Section 1: Personal Information

Name (Chinese): WHXZ, Jhxdjdx
 Name (English): WHXZ, Jhxdjdx
 Student ID: 1155082889
 Mode of Study: Full-time
 Program: MPhil-PhD Chemistry
 Degree: PhD Chemistry_Post
 Year of Attendance: Year 4
 Academic Career: Postgraduate - Research
 Division: Div of Chemistry
 Last Updated by: WHXZ, Jhxdjdx

Section 2: Leave Details

*Start Date: [] *End Date: [] Duration: 0 Days
 *Leave Type: [] Cumulative Leave Days Applied(Approved and In-Progress)
 Location: [] In-Residence leave: 3 Days
 No-Pay/Non-Academic leave: 5 Days

Section 3: Notes for Students

- Students are required to submit the application for leave of absence to the Division/Graduate School for endorsement/approval prior to taking the leave. Strong justification must be provided on late applications.
- The calculation of total number of leave days should include Sundays and Public Holidays.
- In-residence Leave:
 - You are entitled to take up to 288 days of In-residence leave.
 - The total In-residence Leave allowed is up to a maximum of 20% of the normative study period (i.e. 20% x normative period [no. of months] x 30 days). Under special circumstances, students may apply for In-residence Leave exceeding this ceiling, provided that the activity concerned is essential and closely related to the student's thesis research. Strong justification and recommendation from Thesis Supervisor and Division Head must be provided to support such a request.
 - The status of students who obtained approval to take In-residence Leave will remain Active, and normative study period will remain unchanged.
 - In-residence Leave can be paid and applicable to those who wish to attend conference, collect data for research, conduct research overseas funded by Mainland Research Grant or Grant for Overseas Academic Activities etc. However, whether full pay is given or not will be decided on individual merit.
 - For each application to attend conference, the maximum period allowed is up to 3 days plus the conference period.
 - The Graduate School reserves the right to deduct the student's PGS if supporting documents are not provided, or if the leave period approved exceeds the number of days allowed, or if the student has used up his/her in-residence leave.
- No-Pay Leave/ Non-academic Leave:
 - The status of the students who obtained approval to take No-Pay leave will be inactive and normative study period will normally be extended by the length of leave taken.
 - For non-local students, the Graduate School will notify the Hong Kong Immigration Department (IMMD) of the leave to be taken. Students are reminded:
 - that you are not allowed to take up any unapproved employment or other studies in Hong Kong without prior approval from the Director of Immigration;
 - that no extension of stay has been granted; and as a general rule, an application for extension of stay should be submitted to IMMD in person or by an authorized representative approximately one month before the expiry of your current permitted stay. You must be in the Hong Kong at the time of application and collection of endorsement.
- For students who obtained approval to take In-residence Leave for 1 month or above, a Trip Report endorsed and duly signed by Thesis Supervisor should be submitted to the Graduate School via the online leave system within one month upon returning from your trip.
- The calculation of cumulative leave days includes all leave applications with status below:
 - "Submitted"
 - "In Progress"
 - "Approved"
 - "Approved (Cancel Denied)"
 - "Pending for Cancellation"
- Information provided in this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.
- The personal data provided in this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- For correction of or access to the personal data after submission of this form, please contact the Graduate School at 3943 8976 or email to: gradschool@cuhk.edu.hk.

Item	Description
1	Your personal particulars retrieved from CUSIS will be displayed in this section.
2	You will have to provide leave application details at this section.
3	Please read the "Notes for Students" before submission of leave applications. You may find your entitlement of in-residence leave from point 3i.

(ii) Submission of ‘In-residence Leave’.

Item	Description	Mandatory
1	Please input the first date of your leave of absence.	Yes
2	Please input the last date of your leave of absence.	Yes
3	Choose ‘In-residence leave’ from the pull down list.	Yes
4	Select an appropriate location for your in-residence leave.	Compulsory for in-residence leave.
5	Select an appropriate leave reason from the pull down list.	Yes
6	Input supplementary information for your leave application.	Depending on the leave reason chosen
7	Upload supplementary document to support your leave application. You can upload the file in MS Word, PDF, Excel or HTML format. Compressed file (e.g. ZIP) is not allowed. The maximum file size allowed is 10MB. Only ONE file is allowed for upload. If you have more than documents, please combine them into ONE file for upload.	Depending on the leave reason chosen
8	You may view your cumulative leave period by types here. The calculation of cumulative leave days includes all leave applications with status below: <ul style="list-style-type: none"> • "Submitted" • "In Progress" • "Approved"* • "Approved (Cancel Denied)" • "Pending for Cancellation" <p>*Leave application(s) approved before the launch of online system were also included in the calculation.</p>	Not Applicable
9	You may provide more than one reason for the leave application. Please click the “+” icon to add an extra reason for your leave application.	No

(iii) Submission of ‘No-pay Leave’ or “Non-academic Leave”.

Item	Description	Mandatory
1	Please input the first date of your leave of absence.	Yes
2	Please input the last date of your leave of absence.	Yes
3	Choose ‘No-pay Leave’ or “Non-academic Leave” from the pull down list.	Yes
4	Select location for “No-pay Leave” or “Non-academic Leave” if applicable.	No
5	Select an appropriate leave reason from the pull down list.	Yes
6	Input supplementary information for your leave application.	Depending on the leave reason chosen.
7	Upload supplementary document to support your leave application. You can upload the file in MS Word, PDF, Excel or HTML format. Compressed file (e.g. ZIP) is not allowed. The maximum file size allowed is 10MB. Only ONE file is allowed for upload. If you have more than documents, please combine them into ONE file for upload.	Depending on the leave reason chosen.
8	You may view your cumulative leave period by types here. The calculation of cumulative leave days includes all leave applications with status below: <ul style="list-style-type: none"> • "Submitted" • "In Progress" • "Approved"* • "Approved (Cancel Denied)" • "Pending for Cancellation" <p>*Leave application(s) approved before the launch of online system were also included in the calculation.</p>	Not Applicable
9	You may provide more than one reason for the leave application. Please click the “+” icon to add an extra reason for your leave application.	No

(iv) To view the document uploaded to your leave application.

The screenshot shows the 'Online Leave Application' form. At the top, there is a navigation bar with 'Student Homepage' and a sidebar with 'Academic Related Applications', 'Other Applications', and 'Online Leave Application(PG)'. The main content area is titled 'Online Leave Application' and displays student information: Name (Chinese), Name (English): YDXZ, Lhzyk; Student ID; Program: PhD History; Mode of Study: Full-time; Year of Attendance: Year 5; Degree: PhD History; Academic Career: Postgraduate - Research; Division: Div of History; Last Updated by: YDXZ, Lhzyk. Below this is the 'Leave Details' section with fields for Start Date (01/11/2020), End Date (07/11/2020), Duration (7 Days), Leave Type (In-residence leave), Location (BEL, Belgium), and Cumulative Leave Days Applied (Approved and In-Progress). The 'Leave Reason' section shows 'CW' (Conference/ Seminar/ Workshop) with supplementary information: 'To attend conference organized by ASSA.' The 'File Upload' section shows one document: '1 ASSA_invitation.docx' with a 'View' button circled in blue (10) and a '-' button circled in blue (11). A note at the bottom states: 'Please upload file format in MS Word, PDF, Excel or HTML. Compressed file (e.g. ZIP) is not allowed. The maximum upload file size allowed is 10MB.'

Item	Description
10	Click the “View” icon to review your supplementary document uploaded. Please remember to set your browser to allow pop-ups.
11	You may click the “ - ” icon to delete the supplementary document uploaded.

(v) To submit or save your leave application.

The screenshot shows the 'Application' form. The sidebar is the same as in the previous screenshot. The main content area is titled 'Application' and contains instructions:

- For non-local students, the Graduate School will notify the Hong Kong Immigration Department (IMMD) of the leave to be taken. Students are reminded:
 - that you are not allowed to take up any unapproved employment or other studies in Hong Kong without prior approval from the Director of Immigration;
 - that no extension of stay has been granted; and as a general rule, an application for extension of stay should be submitted to IMMD in person or by an authorized representative approximately one month before the expiry of your current permitted stay. You must be in the Hong Kong at the time of application and collection of endorsement.
- For students who obtained approval to take In-residence Leave for 1 month or above, a Trip Report endorsed and duly signed by Thesis Supervisor should be submitted to the Graduate School via the online leave system within one month upon returning from your trip.
- The calculation of cumulative leave days includes all leave applications with status below:
 - “Submitted”
 - “In Progress”
 - “Approved”
 - “Approved (Cancel Denied)”
 - “Pending for Cancellation”
- Information provided in this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.
- The personal data provided in this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- For correction of or access to the personal data after submission of this form, please contact the Graduate School at 3943 8976 or email to: gradschool@cuhk.edu.hk.

 At the bottom, there are two buttons: 'Save' (12) and 'Submit' (13).

Item	Description
12	Click the “Save” icon to save your leave application for submission later. You can amend or submit saved applications through the function “Leave Application History” available on menu.
13	Click “Submit” icon if you are ready to submit your leave application. No amendment is allowed after submission. System checking will be done and error messages will pop up in case you forgot to provide required information.

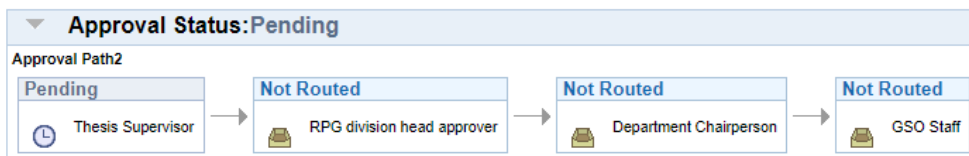
Please remember to either “Save” or “Submit” your leave application before using other functions available on the menu.

- (vi) After submission, the leave application status will be changed to “Submitted” and a leave application number will be generated by system. Please double check if the cumulative leave period is correctly shown on the leave application form, i.e., previous balance + the new application.

The screenshot shows the 'Online Leave Application' interface. On the left is a navigation menu with options like 'Academic Related Applications', 'Other Applications', and 'Online Leave Application(PG)'. The main content area displays the application details for a submitted application. Key information includes: Name (Chinese/English), Student ID, Program (PhD History), Year of Attendance (Year 5), Academic Career (Postgraduate - Research), and Application Number (100000597). The 'Leave Details' section shows a start date of 01/11/2020, end date of 07/11/2020, and a duration of 7 days. It also lists 'In-Residence leave: 12 Days' and 'No-Pay/Non-Academic leave: 4 Days'. The 'Leave Reason' is 'CW Conference/ Seminar/ Workshop' with supplementary information 'To attend conference organized by ASSA'. A file upload section shows an attached file 'ASSA_Invitation.docx'. At the bottom, there are links for 'Access RGC Form' and 'Access Trip Report'.

- (vii) For application with status “Submitted”, a leave approval path will be shown at the bottom of the online leave application form.

Approval Status



III. How to check leave approval status

- (i) You may view the approval status of individual leave application through the function “Leave Application History” available on the menu. The summary table will show i) all the leave applications you have submitted or saved, ii) current status of your leave applications and iii) your cumulative leave period.

Sample- RPg Students

Leave Application History

Name (English): YDXZ, Lhzyk
 Name (Chinese):
 Student ID: 1155023071
 Program: PhD History
 Year of Attendance: Year 5
 Academic Career: Postgraduate - Research

Mode of Study: Full-time
 Degree: PhD History
 Division: Div of History

Cumulative Leave Days Applied (Approved and In-Progress)

In-Residence Leave:	12 Days
No-Pay/Non-Academic leave:	4 Days

Application Number	Leave Type	Status	Start Date	End Date	Duration (Days)	Submit Trip Report	Re-Submit	Cancel
1 1000000597	In-residence leave	Submitted	01/11/2020	07/11/2020	7	Submit	Re-Submit	Cancel
2 1000000333	Non-academic leave	Approved	01/09/2020	25/09/2020	5	Submit	Re-Submit	Cancel
3 1000000068	In-residence leave	Cancelled	10/09/2020	12/09/2020	3	Submit	Re-Submit	Cancel
4 1000000066	In-residence leave	Cancelled	05/09/2020	08/09/2020	4	Submit	Re-Submit	Cancel
5 1000000065	In-residence leave	In Progress	02/08/2019	06/08/2019	5	Submit	Re-Submit	Cancel
6 1000000067	In-residence leave	Cancelled	01/09/2017	01/09/2018	366	Submit	Re-Submit	Cancel
7 1000000397	Non-academic leave	Saved	02/08/2016	03/08/2016	2	Submit	Re-Submit	Cancel

Sample- TPg Students

Leave Application History

Name (English): QHFX, Jwdyfcz
 Name (Chinese):
 Student ID: 1155139082
 Program: MSc Physics
 Year of Attendance: Year 1
 Academic Career: Postgraduate - Taught

Mode of Study: Full-time
 Degree: MSc Physics
 Division: Div of Physics

Cumulative Leave Years Applied (Approved and In-Progress): 0.50 years

Application Number	Leave Type	Status	Start Term	End Term	Duration (Terms)	Re-Submit	Cancel
1 2000000130	Leave of Absence	Pending for Cancellation	23/12/2020-30/09/2021	23/12/2020-30/09/2021	1	Re-Submit	Cancel
2 2000000142	Leave of Absence	Cancelled	01/08/2020-31/12/2020	01/08/2020-31/12/2020	1	Re-Submit	Cancel
3 2000000197	Leave of Absence	Saved	04/05/2020-22/08/2020	01/08/2020-31/12/2020	2	Re-Submit	Cancel
4 2000000146	Leave of Absence	Denied	04/05/2020-22/08/2020	04/05/2020-22/08/2020	1	Re-Submit	Cancel
5 2000000208	Leave of Absence	Submitted	04/05/2020-22/08/2020	04/05/2020-22/08/2020	1	Re-Submit	Cancel

Status	Description
Saved	The leave application is saved for later review and editing. No approval procedures have been started at this stage.
Submitted	The leave application is submitted for the approval, pending approval from the 1 st approver.
In Progress	The leave application is in the middle of approval process.
Approved	The leave application had obtained approval from all the approvers.
Denied	The leave application is denied by an approver.

Status	Description
Denied for Cancellation	Leave approval process started but the student would like to cancel application. Student will have to contact supporting staff of Graduate Division to update the status of leave application to “Denied for Cancellation”.
Pending for Cancellation	The approved leave application is pending for cancellation.
Cancellation Denied	The request to cancel an approved leave application is denied.
Cancelled	The leave application is cancelled by student.

- (ii) By clicking the application number on the summary table, you may know the latest status of a particular leave application, i.e., currently under the review of which approver as depicted on the approval path at the bottom of the online form.

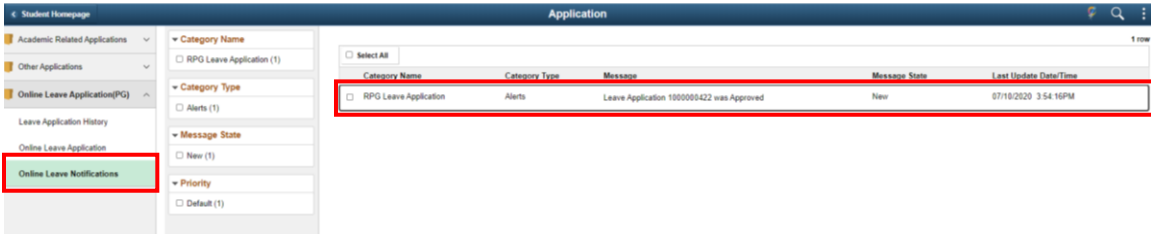
Sample Approval Path – RPg Students

The screenshot shows the 'Application' page for RPg students. The left sidebar contains navigation options: Academic Related Applications, Other Applications, Online Leave Application(PG), Leave Application History, Online Leave Application, and Online Leave Notifications. The main content area displays 'Application' details and an 'Approval Status' section. The approval path is shown as a sequence of steps: Thesis Supervisor (Approved), RPG division head approver (Approved), Department Chairperson (Approved), Dean of GS (Pending), and GSO Staff (Not Routed). The 'Pending' step is highlighted with a red box.

Sample Approval Path – TPg Students

The screenshot shows the 'Application' page for TPg students. The left sidebar contains navigation options: Academic Related Applications, Other Applications, Online Leave Application(PG), Leave Application History, Online Leave Application, and Online Leave Notifications. The main content area displays 'Application' details and a 'Leave Approval' section. The approval path is shown as a sequence of steps: Programme Coordinator (Pending), Division Head (Not Routed), and TPG_Leave_GSAdminStaff (Not Routed). The 'Pending' step is highlighted with a red box.

- (iii) Once a leave application is approved, student will receive an alert via the function “Online Leave Notification”. By clicking the application listed, you will be able to view the approved leave application with comments from approvers, if applicable.



Online Leave Application

Name: (Chinese): [Redacted] **Name (English):** ZHANG, WEN

Student ID: [Redacted] **Mode of Study:** Full-time

Program: PhD Anthropology **Degree:** PhD Anthropology

Year of Attendance: Year 3 **Division:** Div of Anthropology

Academic Career: Postgraduate - Research **Application Number:** 100000422

Last Updated by: [Redacted] **Application Status:** Approved

Leave Details

Start Date: 01/10/2018 **End Date:** 20/09/2019 **Duration:** 365 Days

Leave Type: Non-academic leave **Cumulative Leave Days Applied(Approved and In-Progress):** [Redacted]

Location: [Redacted] **No-Pay/Non-Academic leave:** 365 Days

Leave Reason: Medical

Supplementary Information: [Redacted]

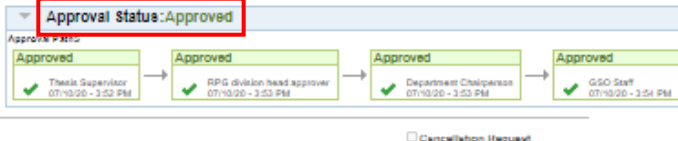
Supplementary Document: 1 UAIOLA00104_further.docx

Please upload file format in MS Word, PDF, Excel or HTML. Compressed file (e.g. ZIP) is not allowed. The maximum upload file size allowed is 10MB.

Notes for Students

- Students are required to submit the application for leave of absence to the Division/Graduate School for endorsement/approval prior to taking the leave. Strong justification must be provided on late applications.
- The calculation of total number of leave days should include Sundays and Public Holidays.
- In-residence Leave:**
 - You are entitled to take up to 285 days of In-residence leave.
 - The total In-residence Leave allowed is up to a maximum of 20% of the normative study period (i.e. 20% x normative period (no. of months) x 30 days). Under special circumstances, students may apply for In-residence Leave exceeding this ceiling, provided that the activity concerned is essential and closely related to the student's thesis research. Strong justification and recommendation from Thesis Supervisor and Division Head must be provided to support such a request.
 - The status of students who obtained approval to take In-residence Leave will remain **Active**, and normative study period will remain unchanged.
 - In-residence Leave can be paid and applicable to those who wish to attend conference, collect data for research, conduct research overseas funded by Mainland Research Grant or Grant for Overseas Academic Activities etc. However, whether full pay is given or not will be decided on individual merit.
 - For **study** application to attend conference, the maximum period allowed is up to 3 days plus the conference period.
 - The Graduate School reserves the right to deduct the student's PGS if supporting documents are not provided, or if the leave period approved exceeds the number of days allowed, or if the student has used up further in-residence leave.
- No-Pay Leave/ Non-academic Leave:**
 - The status of the students who obtained approval to take No-Pay leave will be **inactive**, and normative study period will normally be extended by the length of leave taken.
 - For non-local students, the Graduate School will notify the Hong Kong Immigration Department (IMM) of the leave to be taken. Students are reminded:
 - that you are not allowed to take up any unapproved employment or other studies in Hong Kong without prior approval from the Director of Immigration;
 - that no extension of stay has been granted, and as a general rule, an application for extension of stay should be submitted to IMM in person or by an authorized representative approximately one month before the expiry of your current permitted stay. You must be in the Hong Kong at the time of application and collection of endorsement.
- For students who obtained approval to take In-residence Leave for 1 month or above, a Trip Report endorsed and duly signed by Thesis Supervisor should be submitted to the Graduate School via the online leave system within one month upon returning from your trip.
- The calculation of cumulative leave days includes all leave applications with status below:
 - Submitted
 - In-Progress
 - Approved
 - Approved (Cancel Denied)
 - Pending for Cancellation
- Information provided in this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.
- The personal data provided in this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- For corrections of or access to the personal data after submission of this form, please contact the Graduate School at 3943 8979 or email to: gradschool@cuhk.edu.hk.

Approval Status



- (iv) Students will also receive a confirmation email via your campus email account. **Please read the remark section of the email carefully.**

Sample email – RPg students

The following leave request is approved.

Student ID: [REDACTED]
Name (English): ZHDKZ,Yfzffw
Academic Career: RPg
Programme: 6006
Application Number: 1000000257
Leave Type: IR
Start Date: 2020-10-01
End Date: 2021-03-31
Status: Approved
Approver's Comments:

Please follow this link to review the request in CUSIS:
https://cusepat.hku.edu.hk/psp/CSUB/EMPLOYEE/SA/cv/CU_PSM02_MENU/CU_LEAVE_APPL_RPG.GBL?page=CU_LEAVE_APPL_RPG&Action=U&TRANSACTION_NBR=1000000257
Please do not reply to this automatic message from CUSIS.

Remarks:

1. Your normative study period/expected graduation date/maximum candidacy fulfilment date may be changed resultant from the approved leave application. Please check for the revised dates in CUSIS three working days after your leave application has been approved.
2. For students approved to take in-residence leave, Department/Faculty may re-arrange your PGS duties.
3. Students attending approved academic activity abroad are covered by the University's Group Travel Insurance (GTI). Please bring along with you the GTI policy number and the hotline service number in case of emergency. You are strongly advised to arrange your own insurance if the coverage of the GTI is deemed inadequate. For details of the GTI coverage, claiming procedures, etc., please check out the website of the Business Unit at <https://www.bur.cuhk.edu.hk/insurance/group-travel/>.
4. For non-local students taking approved no-pay/non-academic leave, the Graduate School will inform the Hong Kong Immigration Department (IMMD) of your leave of absence. According to the No Objection Letter (NOL) issued by the IMMD, you are not allowed to take up any employment outside the scope set out in the NOL without the permission from the Director of Immigration. If you have any enquiries on the condition of stay, please contact the IMMD directly.
5. For non-local students taking approved no-pay/non-academic leave with period exceeding one year, the Graduate School will withdraw our sponsorship of your student visa. You are not expected to stay in Hong Kong with your student visa during the leave period. Please submit an application for student visa again at least 2 months before the end of the leave period. Otherwise, you will not be able to resume study after the leave. If you have any enquiries on the condition of stay, please contact the IMMD directly.
6. The Graduate School will contact you separately on the paid of retention fee, if applicable.
7. Please bring along your Student ID Card to the CU Link Card Centre (Room 804, Wu Ho Man Yuen Building) for update.

Please do not reply to this automatic message from CUSIS.

Sample email – TPg students

The following leave request is approved.

Student ID: [REDACTED]
Name (English): DDW,8vvdh
Academic Career: Postgraduate - Taught
Programme: EMBA (Chinese)
Application Number: 2000000065
Leave Type: Leave of Absence
Start Term: 2175 (02/10/2020-31/07/2021)
End Term: 2180 (13%)
Status: Approved
Approver's Comment:

Please follow this link to review the request in CUSIS:
https://cusepat.hku.edu.hk/psp/CSUB/EMPLOYEE/SA/cv/CU_PSM02_MENU/CU_LEAVE_APPL_TP.GBL?page=CU_LEAVE_APPL_TP&Action=U&TRANSACTION_NBR=2000000065
Please do not reply to this automatic message from CUSIS.

Remarks:

1. Your normative study period/expected graduation date may be changed resultant from the approved leave application. Please check for the revised dates in CUSIS three working days after your leave application has been approved.
2. For non-local students, the Graduate School will inform the Hong Kong Immigration Department (IMMD) of your leave of absence. According to the No Objection Letter (NOL) issued by the IMMD, you are not allowed to take up any employment outside the scope set out in the NOL without the permission from the Director of Immigration. If you have any enquiries on the condition of stay, please contact the IMMD directly.
3. For non-local students with leave period at or exceeding one year, the Graduate School will withdraw our sponsorship of your student visa. You are not expected to stay in Hong Kong with your student visa during the leave period. Please submit an application for student visa again at least 2 months before the end of the leave period. Otherwise, you will not be able to resume study after the leave. If you have any enquiries on the condition of stay, please contact the IMMD directly.
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- (v) The same set of remarks are also displayed on the “Leave Application History” page for students’ reference.
- (vi) Your normative study period/expected graduation date/maximum candidacy fulfilment date may be changed resultant from the approved leave application. Please check for the revised dates in CUSIS three working days after your leave application has been approved.

IV. How to cancel a leave application

- A. Click “Online Leave Application (PG)” on the menu, then select “Leave Application History”.

Application

Program-Related Change Application

Application Form Status

You have no program change application records.

[ADD NEW APPLICATION](#)

For Undergraduate Students

1. Online Program Change function is applicable to:
 - a. Change Major (students who wish to transfer to MB ChB have to contact the Faculty Office of Medicine directly)
 - b. Declare / Change / Drop Minor
 - c. Declare / Change / Drop Concentration
2. In change of major, students can only select the curriculum in accordance with their admission qualification, e.g. those admitted to 2-year programmes will be eligible to transfer to other programmes with 2-year curriculum, and those admitted to 4-year curriculum cannot change major to programmes of 2-year or 3-year curriculum.
3. Please refer to the notice on the homepage of Registration and Examinations Section for detailed information/procedures/schedules and related privacy policy statement.

For Postgraduate (Taught and Research) Students

Personal Information Collection Statement:

1. The personal data provided in this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. For correction of or access to the personal data after submission of this form, please contact the Graduate School at 3943 8976/8977 or email to: gradschool@cuhk.edu.hk
3. Information provided in this form may be transferred to other departments / administrative units within CUHK for consideration and granting approval.

For Postgraduate Diploma in Education (PGDE) Students

1. Students wishing to change the Mode of Study, Study Programme, Major should

- B. With Application Status “Submitted”

- (i) Choose the application that you wish to cancel with “Submitted” status, then click the icon “Cancel”.

Leave Application History

Name (Chinese): [Redacted] Name (English): QHFX, Jwdyfxz
Student ID: [Redacted] Mode of Study: Full-time
Program: MSc Physics Degree: MSc Physics
Year of Attendance: Year 1 Academic Career: Postgraduate - Taught Cumulative Leave Years Applied(Approved and In-Progress): 1.00 years
Division: Div of Physics

Application Number	Leave Type	Status	Start Term	End Term	Duration(Terms)	Re-Submit	Cancel
1 2000000130	Leave of Absence	Approved	23/12/2020-30/06/2021	23/12/2020-30/06/2021	1	Re-Submit	Cancel
2 2000000142	Leave of Absence	Submitted	01/08/2020-31/12/2020	01/08/2020-31/12/2020	1	Re-Submit	Cancel
3 2000000146	Leave of Absence	Denied	04/05/2020-22/08/2020	04/05/2020-22/08/2020	1	Re-Submit	Cancel

Go To: Leave Application Form

(ii) Input the reasons for cancellation and click “OK”.

Cancel Confirmation

Do you Confirm to cancel this Absence Request ?

*Justification for Cancellation

Term information is incorrect.

OK Cancel

(iii) The status of leave application will be changed from “Submitted” to “Cancelled”.

Leave Application History

Name (Chinese): [Redacted] Name (English): QHFX, Jwdyftz
 Student ID: [Redacted] Mode of Study: Full-time
 Program: MSc Physics Degree: MSc Physics
 Year of Attendance: Year 1 Division: Div of Physics
 Academic Career: Postgraduate - Taught Cumulative Leave Years Applied(Approved and In-Progress): 0.50 years

Application Number	Leave Type	Status	Start Term	End Term	Duration(Terms)	Re-Submit	Cancel
1 2000000130	Leave of Absence	Pending for Cancellation	23/12/2020-30/09/2021	23/12/2020-30/09/2021	1	Re-Submit	Cancel
2 2000000142	Leave of Absence	Cancelled	01/08/2020-31/12/2020	01/08/2020-31/12/2020	1	Re-Submit	Cancel
3 2000000197	Leave of Absence	Saved	04/05/2020-22/09/2020	01/08/2020-31/12/2020	2	Re-Submit	Cancel
4 2000000148	Leave of Absence	Denied	04/05/2020-22/09/2020	04/05/2020-22/09/2020	1	Re-Submit	Cancel
5 2000000208	Leave of Absence	Submitted	04/05/2020-22/09/2020	04/05/2020-22/09/2020	1	Re-Submit	Cancel

Go Leave Application Form

C. With Application Status “Approved”

(i) Choose the application that you wish to cancel with “Approved” status, then click the icon “Cancel”.

Leave Application History

Name (Chinese): Student ID: 1155139082 Name (English): QHFX, Jwdyftz
 Program: MSc Physics Mode of Study: Full-time
 Year of Attendance: Year 1 Degree: MSc Physics
 Academic Career: Postgraduate - Taught Cumulative Leave Years Applied(Approved and In-Progress): 1.00 years

Application Number	Leave Type	Status	Start Term	End Term	Duration(Terms)	Re-Submit	Cancel
1 2000000130	Leave of Absence	Approved	23/12/2020-30/09/2021	23/12/2020-30/09/2021	1	Re-Submit	Cancel
2 2000000142	Leave of Absence	Submitted	01/08/2020-31/12/2020	01/08/2020-31/12/2020	1	Re-Submit	Cancel
3 2000000148	Leave of Absence	Denied	04/05/2020-22/09/2020	04/05/2020-22/09/2020	1	Re-Submit	Cancel

Go To: Leave Application Form

(ii) Input the reasons for cancellation and click “OK”.

Cancel Confirmation

Do you Confirm to cancel this Absence Request ?

*Justification for Cancellation

Term information is incorrect.

OK Cancel

(iii) The status of the leave application will be changed to “Pending for Cancellation”. The cancellation request will be sent to the approvers on the approval route for consideration.

Leave Application History

Name (Chinese): [Redacted] Name (English): QHFX, Jwdyfzb
 Student ID: [Redacted] Mode of Study: Full-time
 Program: MSc Physics Degree: MSc Physics
 Year of Attendance: Year 1 Division: Div of Physics
 Academic Career: Postgraduate - Taught Cumulative Leave Years Applied(Approved and In Progress): 1.00 years

Application Number	Leave Type	Status	Start Term	End Term	Duration(Terms)	Re-Submit	Cancel
1 2000000130	Leave of Absence	Pending for Cancellation	23/12/2020-30/09/2021	23/12/2020-30/09/2021	1	Re-Submit	Cancel
2 2000000142	Leave of Absence	Submitted	01/08/2020-31/12/2020	01/08/2020-31/12/2020	1	Re-Submit	Cancel
3 2000000146	Leave of Absence	Denied	04/05/2020-22/08/2020	04/05/2020-22/08/2020	1	Re-Submit	Cancel

Go To: Leave Application Form

Remarks:

- Your normative study period/expected graduation date/maximum candidacy fulfilment date may be changed resultant from the approved leave application/cancellation. Please check for the revised dates in CUSIS three working days after your leave application/cancellation request has been approved.
- For non-local students, the Graduate School will inform the Hong Kong Immigration Department (IMMD) of your leave of absence. According to the No Objection Letter (NOL) issued by the IMMD, you are not allowed to take up any employment outside the scope set out in the NOL without the permission from the Director of Immigration. If you have any enquiries on the condition of stay, please contact the IMMD directly.
- For non-local students with leave period at or exceeding one year, the Graduate School will withdraw our sponsorship of your student visa. You are not expected to stay in Hong Kong with your student visa during the leave period. Please submit an application for student visa again at least 2 months before the end of the leave period. Otherwise, you will not be able to resume study after the leave. If you have any enquiries on the condition of stay, please contact the IMMD directly.
- The Graduate School will contact you separately on the paid of retention fee, if applicable.
- Please bring along your Student ID Card to the CU Link Card Centre (Room 804, Wu Ho Man Yuen Building) for update.

D. With Application Status “In-progress”

- (i) For applications with “**In Progress**” status, you have to contact your corresponding Graduate Division admin staff to **update the application status to “Denied for Cancellation”**.
- (ii) Once the application status has been changed to “Denied for cancellation”, you may click the “Cancel” button.

Leave Application History

Name (Chinese): [Redacted] Name (English): WHXZ, Jhxjhdx
Student ID: [Redacted] Mode of Study: Full-time
Program: MPhil-PhD Chemistry Degree: PhD Chemistry_Post
Year of Attendance: Year 4 Division: Div of Chemistry
Academic Career: Postgraduate - Research

Cumulative Leave Days Applied(Approved and In-Progress)
In-Residence Leave: 3 Days
No-Pay/Non-Academic leave: 5 Days

Application Number	Leave Type	Status	Start Date	End Date	Duration(Days)	Submit	Re-Submit	Cancel
1 1000000498	In-residence leave	Approved	01/11/2020	31/12/2020	61	Submit	Re-Submit	Cancel
2 1000000497	In-residence leave	Cancelled	01/11/2020	30/11/2020	30	Submit	Re-Submit	Cancel
3 1000000488	No Pay Leave	Approved	26/10/2020	30/10/2020	5	Submit	Re-Submit	Cancel
4 1000000517	No Pay Leave	Denied for Cancellation	19/10/2020	23/10/2020	5	Submit	Re-Submit	Cancel
5 1000000017	In-residence leave	Submitted	29/07/2020	31/07/2020	3	Submit	Re-Submit	Cancel

Go To: Leave Application Form

- (iii) Input the reasons for cancellation and click “OK”.

Cancel Confirmation

Do you Confirm to cancel this Absence Request ?

*Justification for Cancellation

OK Cancel

(iv) The status of the leave application is changed to “Cancelled”.

Leave Application History

Name (Chinese): [Redacted] Name (English): WHVZ_jhxdjdx
Student ID: [Redacted] Mode of Study: Full-time
Program: MPhil-PhD Chemistry Degree: PHD Chemistry_Post
Year of Attendance: Year 4 Division: Div of Chemistry
Academic Career: Postgraduate - Research

Cumulative Leave Days Applied(Approved and In-Progress)
In-Residence Leave: 3 Days
No-Pay/Non-Academic leave: 5 Days

Application Number	Leave Type	Status	Start Date	End Date	Duration(Days)	Submit Trip Report	Re-Submit	Cancel
1 1000000498	In-residence leave	Approved	01/11/2020	31/12/2020	61	Submit	Re-Submit	Cancel
2 1000000497	In-residence leave	Cancelled	01/11/2020	30/11/2020	30	Submit	Re-Submit	Cancel
3 1000000488	No Pay Leave	Approved	26/10/2020	30/10/2020	5	Submit	Re-Submit	Cancel
4 1000000517	No Pay Leave	Cancelled	19/10/2020	23/10/2020	5	Submit	Re-Submit	Cancel
5 1000000017	In-residence leave	Submitted	29/07/2020	31/07/2020	3	Submit	Re-Submit	Cancel

Go To: [Leave Application Form](#)

Note: If you leave the application status as ‘Denied for cancellation’ and do not take further actions (i.e. the two steps above), the calculation of cumulative leave period will be incorrect. The leave application which you would like to cancel will count towards your cumulative leave period taken.

V. Re-submit Application Denied by Approver

- A. Click “Online Leave Application (PG)” on the menu, then select “Leave Application History”.

The screenshot shows the 'Student Homepage' interface. On the left is a navigation menu with categories: 'Academic Related Applications' (expanded), 'Program-Related Change' (expanded), and 'Other Applications'. Under 'Program-Related Change', the items are: 'Transfer Credit / Exemption', 'Exempt CHLT1100 & CHLT1200', 'Exempt ELTU1001', 'Declare Major (UG)', and 'Science Major Registration'. Under 'Other Applications', the items are: 'Online Leave Application(PG)' (highlighted with a red box and a red arrow pointing to the right), 'Leave Application History' (highlighted with a red box), 'Online Leave Application', and 'Online Leave Notifications'. The main content area is titled 'Application' and 'Program-Related Change Application'. It shows 'Application Form Status' with a message: 'You have no program change application records.' Below this is an 'ADD NEW APPLICATION' button. A yellow box contains instructions for Undergraduate, Postgraduate (Taught and Research), and Postgraduate Diploma in Education (PGDE) students regarding program change applications.

Application

Data Language: English

Program-Related Change Application

Application Form Status

You have no program change application records.

ADD NEW APPLICATION

For Undergraduate Students

- On-line Program Change function is applicable to:
 - Change Major (students who wish to transfer to MB ChB have to contact the Faculty Office of Medicine directly.)
 - Declare / Change / Drop Minor
 - Declare / Change / Drop Concentration
- In change of major, students can only select the curriculum in accordance with their admission qualification, e.g. those admitted to 2-year programmes will be eligible to transfer to other programmes with 2-year curriculum, and those admitted to 4-year curriculum cannot change major to programmes of 2-year or 3-year curriculum.
- Please refer to the notice on the homepage of Registration and Examinations Section for detailed information/procedures/schedules and related privacy policy statement.

For Postgraduate (Taught and Research) Students

Personal Information Collection Statement:

- The personal data provided in this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- For correction of or access to the personal data after submission of this form, please contact the Graduate School at 3943 8976/8977 or email to: gradschool@cuhk.edu.hk
- Information provided in this form may be transferred to other departments / administrative units within CUHK for consideration and granting approval.

For Postgraduate Diploma in Education (PGDE) Students

- Students wishing to change the Mode of Study, Study Programme, Major should submit the following documents to the Faculty of Education within 3 working days after the submission of online application:

B. All your leave submission records will be shown.

Leave Application History

Name (Chinese): Student ID: [Redacted] Name (English): QHFX, Jwdybyz
 Program: MSc Physics Mode of Study: Full-time
 Degree: MSc Physics
 Year of Attendance: Year 1 Academic Career: Postgraduate - Taught Cumulative Leave Years Applied/Approved and In-Progress: 1.00 years
 Division: Div of Physics

Application Number	Leave Type	Status	Start Term	End Term	Duration(Terms)	Re-Submit	Cancel
1 2000000130	Leave of Absence	Approved	23/12/2020-30/06/2021	23/12/2020-30/06/2021	1	Re-Submit	Cancel
2 2000000142	Leave of Absence	Submitted	01/08/2020-31/12/2020	01/08/2020-31/12/2020	1	Re-Submit	Cancel
3 2000000146	Leave of Absence	Denied	04/05/2020-22/08/2020	04/05/2020-22/08/2020	1	Re-Submit	Cancel

Go To: Leave Application Form

Remarks:

- Your normative study period/expected graduation date/maximum candidacy fulfilment date may be changed resultant from the approved leave application/cancellation. Please check for the revised dates in CUSIS three working days after your leave application/cancellation request has been approved.
- For non-local students, the Graduate School will inform the Hong Kong Immigration Department (IMMD) of your leave of absence. According to the No Objection Letter (NOL) issued by the IMMD, you are not allowed to take up any employment outside the scope set out in the NOL without the permission from the Director of Immigration. If you have any enquiries on the condition of stay, please contact the IMMD directly.
- For non-local students with leave period at or exceeding one year, the Graduate School will withdraw our sponsorship of your student visa. You are not expected to stay in Hong Kong with your student visa during the leave period. Please submit an application for student visa again at least 2 months before the end of the leave period. Otherwise, you will not be able to resume study after the leave. If you have any enquiries on the condition of stay, please contact the IMMD directly.
- The Graduate School will contact you separately on the paid of retention fee, if applicable.
- Please bring along your Student ID Card to the CU Link Card Centre (Room 804, Wu Ho Man Yuen Building) for update.

Item	Description																				
1	You may click the application number to view the corresponding application details.																				
2	The latest status of the leave application. The following status may be displayed. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Saved</td> <td>The leave application is saved for later review and editing. No approval procedures have been started at this stage.</td> </tr> <tr> <td>Submitted</td> <td>The leave application is submitted for the approval, pending approval from the 1st approver.</td> </tr> <tr> <td>In Progress</td> <td>The leave application is in the middle of approval process.</td> </tr> <tr> <td>Approved</td> <td>The leave application had obtained approval from all the approvers.</td> </tr> <tr> <td>Denied</td> <td>The leave application is denied by an approver.</td> </tr> <tr> <td>Denied for Cancellation</td> <td>Leave approval process started but the student requested for cancellation. Supporting staff of Graduate Division has updated the record and approver denied the application for cancellation. Student concerned will have to take further action to update the leave application status to “Cancelled” in order not to affect the calculation of cumulative leave period.</td> </tr> <tr> <td>Pending for Cancellation</td> <td>The approved leave application is pending for cancellation.</td> </tr> <tr> <td>Cancellation Denied</td> <td>The request to cancel an approved leave application is denied.</td> </tr> <tr> <td>Cancelled</td> <td>The leave application is cancelled by student.</td> </tr> </tbody> </table>	Status	Description	Saved	The leave application is saved for later review and editing. No approval procedures have been started at this stage.	Submitted	The leave application is submitted for the approval, pending approval from the 1 st approver.	In Progress	The leave application is in the middle of approval process.	Approved	The leave application had obtained approval from all the approvers.	Denied	The leave application is denied by an approver.	Denied for Cancellation	Leave approval process started but the student requested for cancellation. Supporting staff of Graduate Division has updated the record and approver denied the application for cancellation. Student concerned will have to take further action to update the leave application status to “Cancelled” in order not to affect the calculation of cumulative leave period.	Pending for Cancellation	The approved leave application is pending for cancellation.	Cancellation Denied	The request to cancel an approved leave application is denied.	Cancelled	The leave application is cancelled by student.
Status	Description																				
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Pending for Cancellation	The approved leave application is pending for cancellation.																				
Cancellation Denied	The request to cancel an approved leave application is denied.																				
Cancelled	The leave application is cancelled by student.																				
3	Click “Cancel” button to cancel the application.																				
4	Click “Re-submit” button to modify and re-submit the leave application.																				

VI. Submit Trip Report (for Research Postgraduate student only)

For students who have applied for Research Postgraduate Student Grant for Overseas Academic Activities or approved to take in-residence leave for one month or above, you are required to submit a trip report **endorsed and duly signed by Thesis Supervisor within one month upon returning from your trip.**

- A. Click “Online Leave Application (PG)” on the menu, and then choose “Leave Application History”.

Application

Program-Related Change Application

Application Form Status

You have no program change application records.

ADD NEW APPLICATION

For Undergraduate Students

- On-line Program Change function is applicable to:
 - Change Major (students who wish to transfer to MB ChB have to contact the Faculty Office of Medicine directly)
 - Declare / Change / Drop Minor
 - Declare / Change / Drop Concentration
- In change of major, students can only select the curriculum in accordance with their admission qualification, e.g. those admitted to 2-year programmes will be eligible to transfer to other programmes with 2-year curriculum, and those admitted to 4-year curriculum cannot change major to programmes of 2-year or 3-year curriculum.
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For Postgraduate Diploma in Education (PGDE) Students

- Students wishing to change the Mode of Study, Study Programme, Major should submit the following documents to the Faculty of Education within 3 working days after the submission of online application:
 - Teacher's employment contract
 - Information of number of lessons taught in the applied Major subject per

- B. Find the leave application that you would like to submit field trip report, then click the icon “Submit”.

Leave Application History

Name (Chinese): [Redacted] Name (English): WHXZ, Jhxjdxh
Student ID: [Redacted] Mode of Study: Full-time
Program: MPhil-PhD Chemistry Degree: PhD Chemistry_Post
Year of Attendance: Year 4 Division: Div of Chemistry
Academic Career: Postgraduate - Research

Cumulative Leave Days Applied(Approved and In-Progress)

In-Residence Leave: 3 Days
No-Pay/Non-Academic leave: 5 Days

Application Number	Leave Type	Status	Start Date	End Date	Duration(Days)	Personalize	Find View All [Icon]	Submit Trip Report	Re-Submit	Cancel
1 1000000498	In-residence leave	Approved	01/11/2020	31/12/2020	61			Submit	Re-Submit	Cancel
2 1000000497	In-residence leave	Cancelled	01/11/2020	30/11/2020	30			Submit	Re-Submit	Cancel
3 1000000488	No Pay Leave	Approved	26/10/2020	30/10/2020	5			Submit	Re-Submit	Cancel
4 1000000017	In-residence leave	Submitted	29/07/2020	31/07/2020	3			Submit	Re-Submit	Cancel

- C. You will be guided to the Page “Trip Report Submission”. Click the “Add” icon to upload the trip report from your computer.

The screenshot shows the 'Trip Report Submission' page. On the left is a navigation menu with 'Leave Application History' selected. The main content area has a title 'Trip Report Submission' and a sub-section 'Attach Trip Report'. Below this is a table with one row containing the number '1'. To the right of the table is an 'Add' button, which is highlighted with a red box. Below the table are 'Save' and 'Cancel' buttons.

(Note: The file format of the report should be in either MS Word, PDF, Excel or HTML. Compressed file (e.g. ZIP) is not allowed. The maximum file size allowed is 10MB.)

- D. Upon upload, you can view the file again by clicking the “View” icon. If the file uploaded is in order, you may click “Save” to end the upload process. In order to view the file uploaded, please remember to set your browser to allow pop-ups. You may click the “ - ” icon to delete the file uploaded.

The screenshot shows the 'Trip Report Submission' page after a file has been uploaded. The table now contains one row with the number '1' and the filename 'Trip_Report.pdf'. To the right of the filename are 'View' and 'Delete' icons, both highlighted with red boxes. Below the table, the 'Save' button is also highlighted with a red box.

VII. Summary of System Error Message

Error Message	Explanation/Action
<p>You are not authorized to access this page.</p>	<p>You have no access to the online leave application system. Please contact the Graduate School for further information.</p>
<p>The approver(s) is not defined properly, please contact your division admin.</p>	<p>You cannot submit leave application as there is missing approver on the approval route. Please contact your Graduate Division for further information.</p>
<p>Only file format in MS Word, PDF, Excel or HTML is allowed. Please attach file with the allowed file (24000,65)</p> <p style="text-align: center;"><input type="button" value="OK"/></p>	<p>This error message will appear if you have uploaded a supporting document/field trip report with incorrect file type. Please read the instructions on which types of file are allowed.</p>
<p>AddAttachment failed: File exceeds the max size (21000,946)</p> <p>File exceeds the maximum size (10 MB). Please attach a smaller file.</p> <p style="text-align: center;"><input type="button" value="OK"/></p>	<p>This error message will appear if you have uploaded a supporting document/field trip report with file size exceeding the limit allowed. Please prepare a file with an appropriate file size for upload.</p>
<p>Overlapped leave period applied. Please correct and re-submit. (24000,89)</p> <p style="text-align: center;"><input type="button" value="OK"/></p>	<p>This error message will appear if the intended leave period in the current application clashed with the other leave applications you have submitted previously.</p> <p>Please review your leave history and update the intended leave period in the current application.</p>

<p>Duplicate key value – not allowed (15,7) You have entered a key value for a scroll item that is a duplicate of another scroll item. The record definition indicates that the record does not allow duplicate entries. Either correct the key for the duplicate entry or contact your system administrator to change the record definition.</p>	<p>This message will appear if you have input duplicated leave reason on the online leave application. Please amend your leave reason accordingly.</p>
<p>The End Term should be later than the Start Term. Please select a correct term and re-submit. (24000,66)</p> <p style="text-align: center;"><input type="button" value="OK"/></p>	<p>(For TPg students) This error message will appear if you have selected a leave end term which is earlier than the leave start term. Please double check your data input.</p>
<p>The End Date should be later than the Start Date. Please correct and re-submit. (24000,91)</p> <p style="text-align: center;"><input type="button" value="OK"/></p>	<p>(For RPg students) This error message will appear if you have input a leave end date which is earlier than the leave start date. Please double check your data input.</p>
<p>The leave period doesn't fall within the Normative study period. Please split your leave application (24000,87)</p> <p style="text-align: center;"><input type="button" value="OK"/></p>	<p>(For RPg students) This error message will appear if the intended leave period is beyond your normative study period. Please spilt your leave application in order to obtain a correct approval path.</p>
<p>The applied leave period is beyond maximum study end date. Please correct and re-submit.</p>	<p>(For RPg students) This error message will appear if the intended leave end date is beyond your maximum study period. Please correct your leave application and submit.</p>
<p>There exists unclear records for a cancelled leave application. Please contact the Graduate School.</p>	<p>(For RPg students) Please contact the Graduate School for further information.</p>

The leave period does not fall within the Fellowship period. Please split your leave application. (24000,88)

OK

***(For HKPFS
awardees)***

This error message will appear if the intended leave period is beyond your fellowship period. Please split your leave application in order to obtain a correct approval path.

Enquiries

Please contact the Graduate School by email (gradschool@cuhk.edu.hk) in case you spotted any data discrepancies or have further enquiries.

*****END*****