

ANU COLLEGE OF BUSINESS AND ECONOMICS

Absences from The University NOTES

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 Head of School at least four weeks before the departure, so that approval sought for funding can be considered.

Please see section 4.8 of the [Postgraduate Research guide](#) for guidelines on preparing for fieldwork research, including communication while away.

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.

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://info.anu.edu.au/fbs/Business_Functions/_Insurance_Office/Index.asp

An Overseas Travel Declaration must be completed for absences greater than 3 months: see <http://info.anu.edu.au/policies/Forms/Finance/Travel/index.asp> for the online form.

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 <http://info.anu.edu.au/policies/Forms/Finance/Travel/index.asp>

OVERSEAS HEALTH COVER

International students please see the following website for information on suspending health cover while overseas on fieldwork: <http://www.anu.edu.au/graduate/current/oshcinfo.php>

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: http://www.anu.edu.au/ro/ORI/ORI_index.php

ANU COLLEGE OF BUSINESS AND ECONOMICS

RESEARCH STUDENTS: ABSENCES FROM THE UNIVERSITY

**REQUEST FORM
(TO BE COMPLETED AND APPROVED PRIOR TO DEPARTURE)**

Name
------	-------

Uni ID	Date
--------	-------	------	-------

School (please tick)	<input type="checkbox"/> School of Accounting and Business Information Systems
	<input type="checkbox"/> Centre for Applied Macroeconomic Analysis
	<input type="checkbox"/> School of Economics
	<input type="checkbox"/> School of Finance and Applied Statistics
	<input type="checkbox"/> School of Management, Marketing and International Business

Proposed dates of absence From..... To

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 ANU email while away? YES/NO

Have you completed a travel declaration for absence over 3 months? YES/NA

TO BE APPROVED PRIOR TO DEPARTURE

Recommended...Chair of Panel.....Date.....

Recommended...Head of School Date.....

PLEASE SUBMIT THE COMPLETED FORM (SIGNED BY CHAIR OF PANEL AND HEAD OF SCHOOL) TO THE RESEARCH STUDENTS ADMINISTRATION OFFICER (ROOM 1127) IN THE COLLEGE OFFICE

Approved ...Delegated AuthorityDate.....