



Application for study time

Use this form to apply for time off work related to your studies.

1. EMPLOYEE DETAILS

Surname	<input type="text"/>
Preferred name	<input type="text"/>
Staff number	<input type="text"/>
Position title	<input type="text"/>
Department	<input type="text"/>

Overview

Study time entitlements are set out in the [Educational Leave Policy](#) and the [relevant Enterprise Agreements](#).

Eligibility for study time will be based on the relevance of your course of study to your current or potential employment at Macquarie University.

2. COURSE DETAILS

Course name	<input type="text"/>	
Institution	<input type="text"/>	Expected completion <input type="text"/>

Subject	Lecture attendance (Date and time)	Tutorial attendance (Date and time)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

How will the skills, knowledge and/or experience gained from this course allow you to develop within the University?

Provide an outline of your proposed study schedule, including any block periods or compulsory attendance required:

3. RECOMMENDATION AND APPROVAL

I have discussed this program with the applicant and agree that the course is appropriate for study time to be approved. The abovementioned times for Study Time are convenient to the working arrangements of the Faculty/Office.

Supervisor	<input type="text"/>	<input type="text"/>
	Name and signature	Date
Head of Department / Business Unit	<input type="text"/>	<input type="text"/>
	Name and signature	Date

NEXT STEPS

Submit the completed form to your [HR Client Services Team](#).