Applying for leave as a HDR candidate video script

Video 2: Applying for leave as a HDR candidate

Welcome to this short video titled “Applying for leave as a HDR candidate”.

The following topics will be covered in this video:
Accessing the Candidate centre
Applying for leave
Tracking leave requests
and
Further support

As a HDR candidate you may need to apply for leave. This may include sick leave, leave of absence, recreation leave etc.

To apply for leave, you will need to login to myGriffith and navigate to the my Research page.

Choose the link for Candidate Centre.
Your candidate centre will be displayed.

Candidate centre
The left section shows information about your candidature, including your supervisor details, thesis topic and any additional requirements.

The panel on the right is where you can submit service requests. These requests are divided into four sections, requests for candidate changes, milestones, scholarships and thesis submission.

Apply for leave
Applying for leave is listed under candidature changes.
Click the tab “Candidature Changes”.
The list of requests which relate to change of candidature are displayed.
Choose “Application for leave”.
The leave form window will be displayed.

Please read the information on the page and consult the HDR website before applying for leave.

Select the required leave from the drop-down box.
As you select the leave, the leave balance will be displayed.
Select the first day of leave using the calendar.
Click the calendar icon, select the required month and year, and then click the required date.
The selected date will be automatically entered into the From date field.
Select the final day of leave in the same way.
When you select the final day, the total days of leave that you are applying for will be displayed.
Make sure that the leave you are applying for is not greater than your leave balance.
A check box may display to confirm that you have read the Scholarship policy. You must select this box to proceed with your application.

Enter a comment in the comment box, explaining the reason for the leave application, if required.

You may be required to attach supporting documentation. Refer to the HDR website for more information.

Once you have completed the form and added all the required attachments, choose Submit.

A window displaying a summary of all your service requests will be displayed.

Please note that some leave may adjust the minimum and maximum submission date for your thesis. International students and scholarship holders are responsible to ensure that they are aware of how the leave may affect their visas or scholarships. Please refer to the HDR website for more information.

If you apply for leave, your submissions dates will be adjusted on the first day of your leave.

Track leave request
To track your leave request, choose My Service Requests from the my Research page in myGriffith.

Further support

More information about myGriffith is available from the myGriffith home page. Choose “How to use myGriffith” from the Quicklinks.

For more information about applying for leave or completing a service request, please refer to the relevant video which is available from this website.

For information about your candidature, please contact the HDR Student Centre on 1800154055. This is a toll free number within Australia.

If you experience any technical issues, please contact IT Help on 3735 5555 (in Brisbane) or 55525555 (for the Gold Coast).