

# Paid or unpaid leave of absence request form for PhD Students



(excludes sick leave, maternity and accidents)

Please fill and sign the form, have your thesis director (and codirector if applicable) sign it and bring the form to your doctoral program administration

Absence information		
PhD student full name: (First name LAST NAME)		SCIPER:
Lab / Unit:		Doctoral Program:
Enrolment date:		Planned Oral Exam date:
Type of absence requested:	Internship	Paid by EPFL lab Unpaid by EPFL lab (paid by another company*) <i>*If you intend to work for another company, please join a copy of your contract</i>
	Leave of absence	For personal reasons For another professional activity (i.e: startup creation*)
For internship or other professional activity, please indicate the name of the institution (company, university or other):		
Dates of absence:	From:	To:
Reason for absence:		
I have already taken a(n)	Internship, when: Leave of absence, when:	
If I have been assigned teaching assistantship duties, I should make sure to discuss with the instructor for the course(s) I am TAing		
My Lab/Unit's secretary has been informed of my request		

Approvals - with my signature, I confirm my agreement of this request

PhD student signature

Date

Thesis director signature

Date

Thesis codirector signature (if applicable)

Date

Program director signature

Date

Approval - to be completed by HR

Approved

Rejected

Funding check HR

Comments: