Paid or unpaid leave of absence request form for PhD Students

(excludes sick leave, maternity and accidents)

EPFL

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*)	
		If you intend to work for another company, please join a copy of your contract	
	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:		