

# User Guide – Apply for RS Holiday Leave



MyEduRec Navigator : Home > Academics > Graduate Research

1. Academics

2. Graduate Research

## Apply for Leave

- Information
- Apply for Leave (for RS Only)**
- Submit Research Progress Rpt
- View GAP Hours
- Propose Thesis Submission Date
- Upload Abstract/Submit Thesis
- Submit Form
- Declare Acad Travel/Internship

1. This leave application is only applicable to Research Scholars (RS).
2. For more information on Notes on Leave Matters for Research Scholars, please refer to [Notes on Leave Matters for Research Scholars](#).
3. Choose "Other Types of Leave" if you are applying for:
  - (a) Maternity Leave
  - (b) Paternity Leave
  - (c) Medical Leave (Outpatient/Hospitalisation)
  - (d) Compassionate Leave
  - (e) Reservist Leave

3

**RS Leave** Other Types of RS Leave

## Apply for RS Holiday Leave

- Information
- Apply for Leave (for RS Only)**
- Submit Research Progress Rpt
- View GAP Hours
- Propose Thesis Submission Date
- Upload Abstract/Submit Thesis
- Submit Form
- Declare Acad Travel/Internship

⌵ **Please read the following instructions carefully before you proceed.**

1. This application will be auto-approved under the RS leave notification guidelines. Upon receiving notification, your Thesis Advisor has the right to request you to cancel/postpone your leave due to exigencies of service.
2. You are not allowed to apply for a new leave period if you have not reported back to your Department after the previous leave period has passed.
3. You can start to apply for leave for next year from this December onwards. If your leave application spans across this December and next year, please submit separate applications.
4. You may cancel your leave as long as the start date of your planned leave has not passed. Otherwise, please seek assistance from your Department to cancel the leave on your behalf.
5. Click [here](#) for more information on RS Holiday Leave.

4

**Next >**

### Apply for RS Holiday Leave

Name

- Information
- Apply for Leave (for RS Only)**
- Submit Research Progress Rpt
- View GAP Hours
- Propose Thesis Submission Date
- Upload Abstract/Submit Thesis
- Submit Form

#### Leave Entitlement

Year: 2025  
 Leave Entitlement: 21  
 Leave Balance: 21

**5** [Apply for Leave >](#)

#### Leave History

Date From: 01/01/2025  
 Date To: 31/12/2025  
[Fetch Leave History >](#)

- Information
- Apply for Leave (for RS Only)**
- Submit Research Progress Rpt

**6** National University of Singapore  
 Graduate  
 Doctor of Philosophy (FASS)

- Information
- Apply for Leave (for RS Only)**
- Submit Research Progress Rpt
- View GAP Hours
- Propose Thesis Submission Date
- Upload Abstract/Submit Thesis
- Submit Form
- Declare Acad Travel/Internship

#### Academic Information

Academic Program: Doctor of Philosophy (FASS)  
 Academic Career: Graduate  
 Program Status: Active  
 Candidature Start Date: 01/08/2022  
 Candidature End Date: 31/07/2027  
 Department: Dept of English, Linguistics & Applied Linguistics  
 Thesis Advisor: 2323, Name

#### Leave Application

Year: 2025  
 Leave Entitlement: 21  
 Leave Balance: 21  
 Application Date: 19/05/2025  
 Leave Status: Approved  
 Leave From Date:   
 Leave To Date:   
 Leave Duration: Day(s)  
 Reason:

**Calendar** X

May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<b>19</b>	20	21	22	23	24
25	26	27	28	29	30	31

< Current Date >

**7** Enter the start and end date of your intended leave period

**8** Indicate the reason for taking leave

**9** Check the box

Note: Please ensure that your leave period does not coincide with your examinations.

[BACK](#) [SUBMIT](#)

- Information
- Apply for Leave (for RS Only)**
- Submit Research Progress Rpt

Your RS Leave Application has been submitted and (auto) approved. For enquiries, please contact your Main Thesis Advisor or Department Administrator.

[OK](#)

**Note: RS leave applications are auto approved but Thesis Advisor retains the right to request scholars to cancel/postpone their leave due to service exigencies.**

# User Guide – Cancel RS Holiday Leave

- Information
- Apply for RS Holiday Leave**
- Submit Research Progress Rpt
- View GAP Hours
- Propose Thesis Submission Date
- Upload Abstract/Submit Thesis

**Leave Entitlement**

Year: 2022  
Leave Entitlement: 21  
Leave Balance: 17

[Apply for Leave ▶](#)

**Leave History**

Date From: 01/01/2022  
Date To: 31/12/2022

[Fetch Leave History ▶](#)

1

Under the Leave History section, select the respective leave application that you wish to cancel

Application Date	Leave Start Date	Leave End Date	Leave Status
1 13/05/2022	17/05/2022	20/05/2022	Approved

**Leave Details**

Application Date: 19/05/2025  
Leave Start Date: 19/05/2025  
Leave End Date: 20/05/2025  
Leave Duration (Days): 2  
Reason: on leave  
Leave Status: Approved  
Return Date:  
Over Consumed Leave (Days):  
View/Cancel Leave: [View/Cancel Leave](#)

2

Click on the "View/Cancel Leave" button

"Leave Details" window will appear.

- Information
- Apply for Leave (for RS Only)**
- Submit Research Progress Rpt
- View GAP Hours
- Propose Thesis Submission Date
- Upload Abstract/Submit Thesis
- Submit Form
- Declare Acad Travel/Internship

**Academic Information**

Academic Program: Doctor of Philosophy (FASS)  
Academic Career: Graduate  
Program Status: Active  
Candidature Start Date: 01/08/2022  
Candidature End Date: 31/07/2027  
Department: Dept of English, Linguistics and Theatre Studies  
Thesis Advisor: , Name

**Leave Application**

\*Year: 2025  
Leave Entitlement: 21  
Leave Balance: 19  
Application Date: 19/05/2025  
Leave Status: Approved  
Leave From Date: 19/05/2025  
Leave To Date: 20/05/2025  
Leave Duration: 2 Day(s)  
Reason: on leave  
Approver's Comments:  
Return Date:  
Over Consumed Leave: 0 Day(s)  
Processed By:  
Processed Date/Time:

3

Note: Please ensure that your leave period does not coincide with your examinations.

[CANCEL APPLICATION](#) [BACK](#)

Upon clicking Submit an Ack

4

## Enter your Cancel Reason

Information

Apply for RS Holiday Leave

Submit Research Progress Rpt

View GAP Hours

Propose Thesis Submission Date

Upload Abstract/Submit Thesis

You are trying to cancel your Leave Application for the period of 17/05/2022 to 20/05/2022.

Cancel Reason  
Change of plans

SUBMIT BACK

5

Click on the 'Submit' button.

**Note: For cancellation of RS leave that is after the current date, please contact your Department administrator for assistance.**



**Please report back to your department in person upon your return from RS leave so that the "Return Date" can be officially updated in your student records.**

# User Guide – Apply for Other Types of RS Leave

MyEduRec Navigator : Home > Academics > Graduate Research



## Apply for Leave

- Information
- Apply for Leave (for RS Only)**
- Submit Research Progress Rpt
- View GAP Hours
- Propose Thesis Submission Date
- Upload Abstract/Submit Thesis
- Submit Form
- Declare Acad Travel/Internship

1. This leave application is only applicable to Research Scholars (RS).
2. For more information on Notes on Leave Matters for Research Scholars, please refer to [Notes on Leave Matters for Research Scholars](#).
3. Choose "Other Types of Leave" if you are applying for:
  - (a) Maternity Leave
  - (b) Paternity Leave
  - (c) Medical Leave (Outpatient/Hospitalisation)
  - (d) Compassionate Leave
  - (e) Reservist Leave

RS Leave

Other Types of RS Leave

## Apply for Leave

- Information
- Apply for Leave (for RS Only)**
- Submit Research Progress Rpt
- View GAP Hours
- Propose Thesis Submission Date
- Upload Abstract/Submit Thesis
- Submit Form
- Declare Acad Travel/Internship

Submit New Leave Request

Transaction ID ↑↓	Academic Program ↑↓	Leave Type ↑↓	Submission Status ↑↓
-------------------	---------------------	---------------	----------------------

### Apply for Leave

- Information
- Apply for Leave (for RS Only)**
- Submit Research Progress Rpt
- View GAP Hours
- Propose Thesis Submission Date
- Upload Abstract/Submit Thesis
- Submit Form
- Declare Acad Travel/Internship

#### New Leave Request - Other Types of RS Leave

Transaction ID: 99999999

Submission Status: Draft

Academic Program: Doctor of Philosophy (FASS)

Department: English, Ling. & Theatre Studies

Leave Type: ▼

Available Balance (day/s):

Start Date: [Calendar Icon]

End Date: [Calendar Icon]

Leave Duration (day/s):

Please provide additional details.

4

Choose the type of RS Leave from the drop-down options

5

Indicate the Start and End Date.

#### Supporting Document

For a successful uploading, please ensure that:

- File size does not exceed 1MB
- File is in PDF format
- File name does not contain special characters such as \\*:."<>? And not exceed 60 characters

6

Upload relevant supporting documents

Attached File

Upload Delete View

Submit Back

**Note: For any withdrawals of Other Types of RS leave – including changing the leave type or adjusting the start and/or end dates, please contact your Department administrator for assistance.**