

STUDY LEAVE AND RESEARCH STUDENT EXPENSES

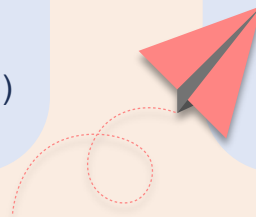
Study Leave

- Apply **at least 30 days before** your conference/research activity
- Arrange **travel documents & visa early** (requirements vary by country)
- Up to **2 additional days** (1 before & 1 after); use annual leave for extra days
- Keep **proof of attendance** (e.g. photos, certificates, completion letters)
- Submit **Application for Study Leave (BUniPort)** *before* applying for Budget Approval for RSE (Stage 1)



Research Student Expenses (RSE)

- For **full-time students with studentship**
- Processing depends on **timely submission** with **relevant documents** (e.g. itinerary, receipts)
- **Application for Budget Approval (Stage 1):** ≥ 3 weeks before the event
- **Application for Reimbursement (Stage 2):** Within 1 week after returning



Important Notes

- RSE is **pro-rated** during active studentship
- **Breaks reset eligibility**
- All steps must be completed **during your studentship period**