



Scholarships Office

Request for absence from Technion for scholarship recipients

(Please **type** the requested details)

- Conditions for granting approval for absence appear on the **attached information page**.
- Does the request entail the Graduate School Dean's approval [see details on the attached information page] yes / no
- For obtaining the Graduate School Dean's approval, please send the request, **signed by the advisor and head of the departmental Graduate Studies Committee**, to the Scholarship Department via fax or email.
- Requesting the Graduate School support for travel expenses to a conference abroad please submit the request using: "[Request from the Graduate School for participation in travel expenses for conference abroad](#)".

Student's Name: _____ **Student ID #:** _____

Cell No. #: _____ **Dept.:** _____

Degree: MSc / PhD

Purpose of absence: participation in conference (presentation of paper/poster)/ academic internship / personal trip

Please detail (include name of university/research inst. In case of scientific seminar or research):

Absence Dates (departure-return): _____

Destination (please mark the correct box): Israel / Abroad

For absence abroad please specify country, city: _____

Date _____ **Student's signature** _____

Approved by:

Name of advisor _____ Signature _____ Date _____

Head of the Departmental Undergraduate Studies Committee (for teaching assistants):

Signature _____ Date _____

Head of the Academic Unit's Graduate Studies Committee: Signature _____ Date _____

For scholarship dept. use

Dean of the Graduate School: Signature _____ Date _____

Comments: _____

★ Absence request, which does not require approval by the dean of the Graduate School, will be sent by the departmental graduate secretary to the scholarship dept. approved by the advisor and the head of the departmental graduate studies committee.



Scholarships Office

Information regarding absence from Technion
for scholarship recipients

A student receiving a full scholarship for the whole year duration [including August & September], is entitled to a one-month vacation per year [with no accumulation], out of which two weeks at the most during August and September.

Any vacation/absence of scholarship recipients, **in Israel and abroad**, has to be **preapproved** by a number of authorities, pending on the nature of the absence, according to the table as follows:

Nature of Absence Approving Party	Every travel abroad for research purposes * (Participation in conference / academic internship / research collaboration etc.)	Vacation/absence of less than 14 days	Vacation/absence of 14 days and more
Advisor	✓	✓	✓
Head of the Departmental Undergraduate Studies Committee (for teaching assistants)	✓	✓	✓
Head of the Departmental Graduate Studies Committee	✓	✓	✓
Dean of the Graduate School	✓		✓

* A letter has to be submitted with each application for absence **for research purposes for a month and up**. The letter will include the following: Importance of the absence, its connection to the research, and reference to scholarships - should scholarship be continued/discontinued during the absence. When submitting an application for continuing the scholarship, please address the following issues: will you receive/won't receive any salary and/or funding and/or participation in expenses (from Technion resources/non Technion resources) during the absence period (Please detail the funding/participation in expenses amounts you will receive).
The letter will be approved and signed by the advisor and the head of the departmental graduate studies committee **in addition** to the application form.