

Date: 18.06.2025

10:54 am

To

The Registrar

University of Information Technology and Sciences (UITS)

Holding 153, Near Baridhara Diplomatic Zone, South Nayanagar, Vatara, Dhaka-1212

Subject: Application for Study Leave.

Dear Sir,

I would like to respectfully apply for a study leave as I have been accepted into the Ph.D. program in Information Technology at the Central Queensland University (CQUni), Australia. I am scheduled to travel on July 17, 2025, and begin my program in Fall 2025.

I would like to mention that I have already completed all the course files and necessary academic documentation. As the final examination is currently underway, I will ensure that all related responsibilities, including result preparation and submission, are completed properly before my departure. I intend to continue my official duties until **July 10, 2025**, ensuring a smooth handover and fulfillment of my current obligations.

I sincerely request you to kindly consider my application for study leave, effective from July 11, 2025 to July 11, 2029, so that I may pursue higher education and further academic growth.

Thank you for your time and kind consideration.

Sincerely,

*Sakib*  
18.06.25

**Md. Sakib Bin Alam**

Assistant Professor and Head (Acting)

Department of Information Technology

University of Information Technology and Sciences (UITS)

*[Signature]*  
18.06.2025  
Professor Dr. Md. Ashrafur Islam  
Dean, Faculty of Science and Engineering  
University of Information Technology  
and Sciences (UITS)

*[Signature]*  
26.06.25

*Sydricate*  
26/06/2025



## (CL81) - Doctor of Philosophy

Candidate:	Md Sakib Bin Alam	Student ID:	12295960
Attendance:	Full Time	Campus:	Melbourne
Fees:	Internal Full Fee Paying	Academic Plan:	Doctor of Philosophy - OTHIT1 - Other Information Technology
Supervisor(s):	Dr Mohammad Saiedur Rahaman	Research Topic:	AI-DRIVEN PRIVACY-AWARE DIGITAL ASSISTANT FOR SUPPORTING CAREGIVER WELLBEING

### Conditions:

It is noted that ethical issues may arise from this candidature. Ethical clearance shall be obtained in accordance with the CQUniversity Code of Conduct for Research.

It is noted that intellectual property issues may arise from this candidature. Your attention is invited to the **Research Higher Degree Course Rules Policy and Procedure**.

### Prescribed Coursework

Please note if it is a condition of your offer to undertake Research Development Activities. There are four self-paced modules and the School of Graduate Research will enrol you into these modules on your behalf, starting with Research Development Activity 1 - RHD Foundations.

These modules must be completed prior to the due date of your Confirmation of Candidature Milestone.

For candidates in the Doctor of Education degree only: your course plan will include Research Development Activities plus additional curriculum requirements known as research tasks. An individual plan will be negotiated with you regarding these tasks.

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### COURSE OF STUDY

The above description of candidature is as approved by the Research Higher Degrees Committee. Any variations to candidature must be approved by the Research Higher Degrees Committee.

The candidate is required to begin their studies as at the prescribed commencement date and continue them expeditiously. The recommended completion times for the Course described above are set out in the **Research Higher Degree Course Rules Policy and Procedure**:

Research Higher Degree Candidates may commence their candidature at any time during Term One (01 January – 30 June) or Term Two (01 July – 31 December). Tuition Fees will be payable for any part of the Term in which a Candidate is enrolled.

Please note that you will be required to complete mandatory research coursework research as part of your first year of studies, including participating in a Skills Enhancement Profile. Further information regarding these modules will be provided at commencement.

Kind regards,

Susan Kinnear  
Dean, School of Graduate Research



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