APPLICATION FOR SHORT LEAVE OF ABSENCE (FOR UNDERGRADUATES)

Students are to read the Short Leave website, before submitting this form to your home School.

Please do not fill up this form for the following leave categories as different procedures apply:
- Medical leave taken during examination periods. Please refer to the website for the procedures.
- For leave taken during attachment/ internship, please apply online via StudentLINK> Academic Matters> Attachment Services. The Career & Attachment Office (CAO) will notify you of the outcome.

To be Completed by Student

I. Personal Particulars

Full Name: ___________________________ Matric No.: ___________________________
Programme: ___________________________ Study Year: ___________________________
Hp/Contact No: ___________________________ NTU Email: ___________________________

Please ensure you update your particulars including contacts via StudentLINK as stated at the website.

II. Leave Application

- Leave Request (Tick where appropriate) – to attach supporting document(s)
  - [ ] Medical
  - [ ] Compassionate
  - [ ] Others (ie. representing the University/ Country or extenuating circumstances)

  State reason: ___________________________

  From: (DD/MM/YYYY) ___________________________ To: (DD/MM/YYYY) ___________________________

  No. of Days of Absence: ___________________________

  Remarks: ___________________________

Details of classes missed during the leave period (To attach a separate sheet, if required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Index Number/ Tutorial Group (if relevant)</th>
<th>Class Type (Eg. Lecture/ Tutorial/ Laboratory etc.)</th>
<th>Date</th>
<th>Continual Assessment Missed (Yes/ No)</th>
<th>Full Name of Course Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If ‘Yes’, pls state type eg. Quiz / test etc.</td>
<td></td>
</tr>
</tbody>
</table>

If you had missed laboratory session(s) from EEE/ SCSE/ Physics Year 1 courses only: Please indicate your preferred date and time for the make-up session, so that the School may contact you for the make-up session.
Student Acknowledgement

I have read and understood the procedures published on the short leave website and the following points:

- Students need to apply for short leave if you cannot attend classes for the following occasions:
  - On days when there are laboratory sessions.
  - On days when quizzes or tests are conducted during classes
  - On any other occasions that tutor(s) or lecturer(s) deemed as compulsory.

- On Medical Grounds
The original medical certificate will need to be attached, and submitted to your School no later than 7 workdays after the medical leave.
Important: The University only recognizes medical certificates issued by Medical Practitioners registered with the Singapore Medical Council or Dental Officers registered with the Singapore Dental Council.

- Compassionate Leave
Leave may be granted in the event of the demise of an immediate family member, and granted within 7 days of death and on the day of the funeral.

- Leave will not be approved for:
  - Returning to home country during festive periods e.g. Chinese New Year, Hari Raya, etc.
  - Participating in activities (in and outside campus) organized by student bodies during various occasions.

- Students are responsible to check with their instructors and/or assigned group to keep up with course requirements, including access i-NTULearn and NTU email for information that instructors may have disseminated.

- If the student missed a test/ quiz/ assessment, please also email the respective instructor with the scanned copy of supporting document(s) on the same day as session missed. The instructor may contact the student on the alternate make-up (if relevant).

- Incomplete forms (eg. missing supporting documents) will not be processed. If student is not informed of outcome via NTU email within 5 workdays of application, please contact the School to enquire. Otherwise, student is deemed absent without valid reason.

- Student will be given zero marks for any test/ quiz/ assessment if the leave is not approved or supporting document(s) are submitted beyond required timeframe.

Acknowledged by Student (Name and Signature) ___________________________ Date ___________________________

Note: Please attach all supporting document(s). To also attach email notification to instructor(s) for absence from any test/ quiz/ assessment.

For School’s Use

<table>
<thead>
<tr>
<th>Date received:</th>
<th>Received by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1) The School verified that the leave does not coincide with the examination period/ attachment.
   - Yes
   - No

2) The School verified that the leave application is aligned with the short leave policy and procedures.
   - Yes
   - No

Remarks:

<table>
<thead>
<tr>
<th>Decision*:</th>
<th>Approved/ Rejected</th>
<th>Endorsed by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Name/ Signature)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Designation:</td>
</tr>
</tbody>
</table>

* Delete where applicable