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 InPlace at https://inplace.ntu.edu.sg. The Career & Attachment Office (CAO) will notify you of the outcome.

<table>
<thead>
<tr>
<th>To be Completed by Student</th>
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<tr>
<td>I. Personal Particulars</td>
</tr>
<tr>
<td>Full Name: ____________________ Matric No.: ____________________</td>
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<tr>
<td>Programme: ____________________ Study Year: ____________________ Type *: Full-time / Part-time</td>
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<tr>
<td>Hp/ Contact No: ____________________ NTU Email: ____________________</td>
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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) If ‘Yes’, pls state type eg. Quiz / test etc.</th>
<th>Full Name of Course Instructor</th>
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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.
  If the medical certificate is a digital version issued by a Singhealth institution (eg. Polyclinic/ Singhealth hospital), please unlock the digital MC with the password first, and state its webpage URL here:

  ______________________________________________________

  Alternatively, please provide the printout of the digital MC.

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  The original medical certificate will need to be attached, and submitted to your School no later than 7 workdays after the medical leave.
  If the medical certificate is a digital version issued by a Singhealth institution (eg. Polyclinic/ Singhealth hospital), please unlock the digital MC with the password first, and state its webpage URL here:

  ______________________________________________________

  Alternatively, please provide the printout of the digital MC.

  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

Date received: ____________________________ Received by: ____________________________

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 : ____________________________

Decision*: Approved/ Rejected ____________________________

Endorsed by: (Name/ Signature) ____________________________

Designation: ____________________________

* Delete where applicable