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

<table>
<thead>
<tr>
<th>I. Personal Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>Programme:</td>
</tr>
<tr>
<td>Type *: Full-time / Part-time</td>
</tr>
<tr>
<td>Hp/Contact No:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>II. Leave Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave Request (Tick where appropriate) – <strong>to attach supporting document(s)</strong></td>
</tr>
<tr>
<td>Medical</td>
</tr>
<tr>
<td>State reason:</td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
</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.

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For School’s Use

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

Decision*: Approved/ Rejected

Endorsed by: (Name/ Signature) __________________________

Designation: __________________________

* Delete where applicable