

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 via the online internship system, InPlace at <https://inplace.ntu.edu.sg>. 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: _____ Type * : Full-time / Part-time

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: _____ To: _____ No. of Days of
(DD/MM/YYYY) (DD/MM/YYYY) Absence: _____

Remarks : _____

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

Course Code	Index Number/ Tutorial Group (if relevant)	Class Type (Eg. Lecture/ Tutorial/ Laboratory etc.)	Date	Continual Assessment Missed (Yes/ No) If 'Yes', pls state type eg. Quiz / test etc.	Full Name of Course Instructor

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 medical certificate (MC), of which the scanned copy may be accepted, will need to be attached, and submitted to your School **no later than 7 workdays after the medical leave. Students are to retain their original MC for 1 year for verification when necessary.**
 - For students whose family/ household member has acute respiratory illness, they should stay home to reduce the risk of community transmission and will submit the MC of the family/ household member instead.

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

OAS – Short Leave of Absence
Last Update: 23 Sep 2021