

School of Mechanical & Aerospace Engineering

MAE Graduate Studies Office

50 Nanyang Avenue, Blk N3, Level 2A, Office Unit 29, Singapore 639798, Tel: 67904270/4955/5548 Email: MAE.MSc@ntu.edu.sg



Application for Leave of Absence

Note:

- 1) Applications for leave of absence must be submitted directly to the respective Programme Coordinators not less than 7 working days in advance of the leave. The reasons for the application must be clearly stated and relevant supporting documents must be attached.
- 2) For any semester leave, leave application must be done before the start of the semester, if not Tuition fee will be charged for the whole semester.

Name of Student: _____ Matric No.: _____

Contact No.: _____ Email Address: _____

Programme: _____ Candidature Status: Part Time / Full Time *

Commencement Date of Candidature: _____

Period of Leave of Absence previously granted (if any): From: _____ To: _____

Period of Leave of Absence now requested: From: _____ To: _____

Do you have any class test/quiz or assignment due during the proposed period of leave? Yes / No *

If yes, please indicate course(s) _____

Reason (s) for Application for Leave of Absence

Reason(s) (attach separate sheets if necessary):

Student's Signature & Date: _____

Part 1: Programme Director**Recommended / Not Recommended ***

Remark:

Programme Director

Name_____
Signature & Date**Part 2: Assistant Chair (Graduate Studies)****Supported / Not Supported***

Remarks:

Assistant Chair (Graduate Studies)

Name_____
Signature & Date

*Delete accordingly