Leave Application

1. Short Leave of Absence

Students must apply for Short Leave if they are unable to attend:

(a) On days when laboratory sessions are scheduled.
(b) On days when assessments (e.g. quizzes or tests) are conducted during classes.
(c) On any other occasions where the instructors(s) require compulsory attendance.

**Applications will not be approved for returning home during festive periods or participating in student activities during scheduled class hours.*

Application Timeline

Students must submit their application via the Short Leave System together with the required supporting documents within the following timelines:

- Medical Leave: No later than 7 working days after the leave.
- Compassionate Leave: Within 7 working days of the date of demise of the immediate family member
- Approved Leave (e.g. ICT/Reservist, University-sanctioned events): At least 7 working days in advance of the leave.
- Others: At least 7 working days in advance of the leave.

For Medical Leave, students must submit their MC via the Short Leave System within 7 working days. Late submissions may result in a zero mark for any missed assessment.

(*Note: MC must be issued in Singapore by Medical Practitioners registered with the Singapore Medical Council or Dental Officers registered with the Singapore Dental Council.

Important Reminders

- Students should not go on leave until they have received formal approval via their NTU email.

If students do not receive the outcome after 5 working days, please contact the school at: [input the role-based email for your respective programs].

- Students granted Short Leave are responsible for catching up on missed lessons and course requirements.
- Students who miss any compulsory classes or assessments (e.g. quizzes or tests) should contact the Course Coordinator via email, on the same day as the

missed classes or assessment to seek advice on the appropriate follow-up arrangements, which may include attending alternative or make-up sessions. Where required, students should also provide the Course Coordinator with a scanned copy of the relevant supporting document(s).

Only medical certificates issued in Singapore by registered medical practitioners or dental officers are accepted

Students are to retain their original MC for 1 year from the issued date for verification by the School or Department if required.

2. Trimester / Semester Leave of Absence

Please refer to the attached **document** for details on applying for Semester Leave of Absence.

Link to submit leave application:

SBS Leave of Absence Request Form – Fill out form