

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME (Full-time B.Eng Programme)

INSTRUCTIONS

1. Application for leave must be submitted to the EEE Undergraduate Programme Office (UPO) not less than 7 working days in advance.
2. Provide necessary documentation to support your reason for leave as students should not be away from school during term time.
3. Categories of leave DISALLOWED:
 - a) Festivals e.g. Chinese New Year and Hari Raya
 - b) Activities (in & outside campus) organized by student bodies during normal working hours when students are required to attend classes.
4. You will be informed of the status of your leave of application via the Student Email Account.

PART I – TO BE COMPLETED BY STUDENT

NAME (AS ON MATRIC CARD)	MATRIC NO.		
_____	_____		
COURSE (EEE/IEM/EEEC/IEEC)	YEAR OF STUDY		
_____	_____		
CONTACT NUMBER	NTU E-MAIL		
_____	_____		
PERIOD FOR LEAVE	TO		
_____	_____		
REASON FOR LEAVE			

ANY LAB / PROJECT SESSION	YES / NO (IF YES, COMPLETE BELOW)	LAB GROUP	_____
LAB / PROJECT MISSED	_____	DATE & TIME OF MISSED SESSION	_____
1 ST PREFERRED DATE/TIME FOR MAKE-UP	_____	2 ND PREFERRED DATE/TIME FOR MAKE-UP	_____
ANY QUIZ / TEST MISSED	YES * / NO (IF YES, COMPLETE BELOW)	TUTORIAL GROUP	_____
COURSE CODE FOR MISSED QUIZ / TEST	_____		

Note: * Student should contact the course tutor to arrange for a make-up upon receipt of email notification of approved leave.

I hereby declare that I have read, understood and abide by the instructions above. I will also take full responsibility to inform my tutors/lecturers of my absence.

SIGNATURE _____ DATE _____

PART II – TO BE COMPLETED BY SCHOOL APPROVING OFFICER

APPLICATION OF LEAVE **APPROVED / REJECTED**

SIGNATURE _____ DATE _____

PART III – TO BE COMPLETED BY EEE UNDERGRADUATE PROGRAMME OFFICE

UPDATE LOA STATUS ON

ARRANGE MAKE-UP LAB / PROJECT SESSION ON
