

SUBMISSION OF MEDICAL CERTIFICATE (NON-EXAMINATION) (Full-time B.Eng Programme)

INSTRUCTIONS

1. Original Medical Certificate (MC) must be submitted no later than 7 working days after your medical leave. Failure to do so will result in zero mark for any test/quiz you are absent from.
2. Students who have missed laboratory or project sessions on the grounds of medical leave will be allowed for make-up session. Please indicate the Laboratory/ Project Session that you require the make-up for and the staff of EEE Undergraduate Programme Office (UPO) will help to make the arrangement.
3. Please complete this form and paste your Original MC at the back before handing it to staff of the EEE UPO.
4. Students on Industrial Attachment (IA) should complete a different leave form and submit it to the Career & Attachment Office.
5. For Medical Leave during Examination, please submit your Original Medical Certificate together with the AAA Form within two (2) working days to the Office of Academic Services after your medical leave during examination, otherwise you shall be deemed to have sat and failed the examination.

NOTE: The University only recognises medical certificates issued in Singapore by Medical Practitioners registered with the Singapore Medical Council or Dental Officers registered with the Singapore Dental Council.

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	_____
DURATION OF MC	_____	TO	_____
HOSPITAL (IF WARDED)	_____		
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 EEE UNDERGRADUATE PROGRAMME OFFICE

UPDATE MC STATUS ON _____

ARRANGE MAKE-UP LAB / PROJECT SESSION ON _____

Please paste the Medical Certificate here.

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