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 be in school during term time.
3. Tampering with official documents (such as medical certificate) is considered a very serious offence and students caught doing so will face firm disciplinary action with grave consequences.
4. 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 academic hours when students are required to attend classes.
5. You will be informed of the status of your leave of application via your NTU Student Email Account.

PART I – TO BE COMPLETED BY STUDENT

NAME (AS ON MATRIC CARD) ___________________________ MATRIC NO. ___________________________

COURSE (circle the relevant) EEE / IEM / EEEC / IEEC YEAR OF STUDY 1 / 2 / 3 / 4 (circle the relevant)

CONTACT NUMBER ___________________________ NTU E-MAIL ___________________________

PERIOD FOR LEAVE ___________________________ TO ___________________________

REASON FOR LEAVE ___________________________

ANY LAB / PROJECT SESSION YES / NO (IF YES, COMPLETE BELOW) ___________________________

LAB / PROJECT MISSED ___________________________

1ST PREFERRED MAKE-UP ___________________________
(DATE & TIME) ___________________________

2ND PREFERRED MAKE-UP ___________________________
(DATE & TIME) ___________________________

ANY QUIZ / TEST MISSED YES * / NO (IF YES, COMPLETE BELOW) ___________________________

COURSE CODE FOR MISSED QUIZ / TEST ___________________________

Note: * Student must contact the course tutor or coordinator on the day of quiz itself; and email a softcopy of the leave approval to request for a make-up.

I hereby declare that I have understood the instructions herein, will abide by them and 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 ___________________________