

CHAPTER 5 – Appendix

Appendix I - Ask for leave form

ASK FOR LEAVE		
Name	Student ID	Class

I hereby ask for leave from the following module/exam:

Course/exam number	Course/Exam name	Date
MBA		

State your reason for not attending this course/exam:

Business trip

If your job requires you to go on a business trip during a scheduled module, you have to provide a notice from your boss as early as possible before the module starts. **A business trip is not a valid reason for not delivering exams.**

Pregnancy or other medical procedures

Absence due to pregnancy or a medical procedure needs be documented by a physician. The student needs to give notice in due time.

Exchange

In cases of absence due to attending an exchange programme to other schools, the student needs to provide the following information:

1) Full name of the school 2) Course name 3) Course Description 4) Curriculum 5) Study Points

Other reason:

- If you are granted leave for a module, you are also exempted from the exam.
- Absence from an exam without legitimate reason will be considered **as an attempt at taking an exam**, see §3-5* in the Academic Regulations. **It is only possible to take the same exam three times in total.**

Date	Signature by student	To be filled in by BI
		Date received:
		Approved (sign):

Please fax this form to 0086 21 65643557 or send a scanned copy to bipa@fudan.edu.cn. An application which is not signed or dated will not be considered.