



Research Centre for Modeling & Simulation (RCMS)

LEAVE APPLICATION FORM (Students)

Part-I: To be filled in and processed by the student (✓ whichever is applicable).

Name: _____
(In block letters)

Regn No: NUST201_____RCMS_____

Degree: MS / PhD

Batch: _____

Phase: Course Work / Research

Status: On-Campus / Off-Campus

Research Progress:

Proposal/Synopsis Defence	Qualifying Exam Part A
Passed / Failed / Awaited	Passed / Failed / Awaited

Program	Specialization					
CS&E	AM	CS&N	CS	BI		
SE	CS&N	C4I	RTS	CS	AAS	IA

Required Leave:

Sick	Emergency	Semester Break	Marriage			Any Other: _____
			Self	Siblings	Near Family	

From: _____ To _____ Total Days: _____

Reason (Detailed): _____

Faculty	Name	Rec/Not Rec	Remarks, If any	Signature with date
Instructor – 1				
Instructor – 2				
Instructor – 3				
Supervisor				

Date: _____

Signature: _____
Applicant / Submitted by (Name)

Part-II: Leave Already Availed /to be filled in by Asst. Prog Coord, RCMS.

Leave Category→	Sick	Emergency	Semester Break	Marriage	Any Other	Total Leave
Days						

Date: _____

Signature: _____
(Asst. Prog Coord)

	Rec/Not Rec	Remarks, If any	Signature with date
Prog Coord			
HoD			

APPROVED / NOT APPROVED
(Dean / Principal)

Leave entered in the attendance record on _____ (Computer Operator)



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Instructions:

1. All columns in Part-I should be filled by the student and submitted to Asst. Prog Coordinator after acquiring signature from the corresponding faculty members, as applicable.
2. Physical presence of the student in RCMS is necessary at the time of leave approval.
3. In case of emergency, the student must inform on telephone to any of the concerned authorities in the chain of approval.
4. Except emergency leave, student must proceed on leave only after confirmation of approval by the competent authority.
5. Except emergency leave, completion/submission of the leave application by the applicant is necessary. Otherwise, leave application will not be processed.
6. Leave application must be submitted to Asst. Prog Coordinator office at least two working days in advance from the start of leave.
7. Students doing course work can only avail emergency/sick leave.
8. For the students undergoing course work, leave will not be approved if the attendance is likely to decrease below 75%.
9. Students in research phase can avail total 68 days leave in one year with recommendation of his/her Supervisor.
10. For students in research phase, total leave duration includes semester breaks and availed leave.
11. Planned leave must be applied at least two weeks in advance.

Maximum Possible Leave Allocation:

	Reason	Proposed leaves
1	Self-Marriage	14 days
2	Siblings Marriage	One week or 5 days
3	Near Family Marriage	2-3 days
4	Death of first relative	3-5 days
5	For student going outside Islamabad (within 400 Km)	1-2 traveling days
6	For student going outside Islamabad (beyond 400 Km)	2-3 traveling days

Specializations:

CS&E = Computational Science and Engineering	SE = Systems Engineering
AM = Applied Mechanics	CS&N = Communication Systems and Networks
CS&N = Communication Systems and Networks	RTS = Real Time Systems
CS = Computer Science	CS = Cognitive Systems
BI = Bio-Informatics	AAS = Autonomous Aerospace Systems
	IA = Information Assurance