

NANYANG TECHNOLOGICAL UNIVERSITY
SCHOOL OF MATERIALS SCIENCE & ENGINEERING

APPLICATION FOR SHORT LEAVE OF ABSENCE DURING TERM TIME

This form must be filled with supporting documents

Students should not go on leave until approval has been obtained.

Application must be recommended by the Academic Mentor before submission to the Office of Associate Chair (Academic) for approval at the MSE General Office (N4.1-01-30).

Application must be submitted along with supporting documents not later than 7 working days in advance.

1. Particulars of student (*Compulsory fields)

*Full Name : _____ *Academic Year : AY _____ 1 / 2
(As stated in Matric Card) (Semester)

*Matriculation No : _____ *Year of Study : 1 / 2 / 3 / 4 / 5

*Contact No : _____ (HP) *NTU Email _____

2. Courses registered for current semester

S/N	Course Code	Index No	Academic Unit	Classification of Course (Tick the relevant box)			
				Core / GER-Core	Major PE	GER-PE	UE
1							
2							
3							
4							
5							
6							
7							
8							
9							
Total AUs							

3. Short Leave of Absence Duration (Please indicate if any CA or Presentation fall within period of leave)

Proposed Period of Leave: From _____ To _____ (_____) days

CA or Presentation fall within period of leave: Yes No

Continual Assessment (CA): Course(s) & Date(s): _____

Presentation : Course(s) & Date(s): _____

4. Reasons for Application (Please attach supporting documents)

Signature : _____ Date : _____

5. Recommendation by Academic Mentor

Recommend Application Do not Recommend Application

Mentor's comments in support of his/her decision (in any):

Name / Signature : _____ Date : _____

Part 1 : Approval by the Associate Chair (Academic)

Application Approved

Application Not Approved

Remark (If any): _____

Signature : _____ Date : _____

Part 2 : To be completed by the Office of Associate Chair (Academic) coordinators

Student has attached supporting documents : Yes No

Application has been updated in the OAS system : Yes No

Student has been informed via email : Yes No

Name / Signature : _____ Date : _____