



**Universiti Tunku Abdul Rahman**  
Department of Admissions and Credit Evaluation  
PO Box 11384, 50744 Kuala Lumpur

AD/LA-Rev/10(1a)

**APPLICATION FOR LEAVE OF ABSENCE**

Name: \_\_\_\_\_ Registration No: \_\_\_\_\_

IC No.: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Year \_\_\_\_\_ Trimester \_\_\_\_\_

Level of Study: \*Foundation/Bachelor/Master/Doctoral \* Evening & Weekend Basis/Full Time

(\*Please circle whichever is applicable)

Address:

\_\_\_\_\_  
\_\_\_\_\_

Tel. No: \_\_\_\_\_ (H) \_\_\_\_\_ (H/P)

**I would like to apply for Leave of Absence:**

From (Month and Year): \_\_\_\_\_ Year \_\_\_\_\_ Trimester \_\_\_\_\_

To (Month and Year): \_\_\_\_\_ Year \_\_\_\_\_ Trimester \_\_\_\_\_

**Units registered during the current trimester (unit code and description):**

(i) \_\_\_\_\_ (ii) \_\_\_\_\_

(iii) \_\_\_\_\_ (iv) \_\_\_\_\_

(v) \_\_\_\_\_ (vi) \_\_\_\_\_

**Reason(s) for Leave of Absence:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attach herewith document(s) deemed relevant to support my application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Policies on Leave of Absence

Students are advised to read the following carefully:

- 1) A student who decides to apply for Leave of Absence from his course of study may do so by submitting the prescribed "Application for Leave of Absence" form which can be obtained from Centre for Foundation Studies/Faculty General Office/Institute of Postgraduate Studies and Research
- 2) An application for Leave of Absence must be made **before the end of Week 10 of a Long Trimester** or **Week 5 of a Short Trimester** except under extenuating circumstances approved by the University.
- 3) No Leave of Absence is allowed unless duly approved by the Dean of Faculty/Director of Centre.
- 4) The maximum duration of Leave of Absence are stated as follows:
  - a) Foundation Level (maximum **1** year)
  - b) Bachelor Level (maximum **2** years)
  - c) Master Level (maximum **1** year)
  - d) Doctoral Level (maximum **2** years)
- 5) The period herein granted as leave of absence shall not be taken into account as part of the maximum candidature period prescribed for the course.
- 6) The Leave of Absence can only be allowed up to a minimum of **ONE Trimester**.
- 7) Students who are on the barring list are not allowed to apply for Leave of Absence except under extenuating circumstances approved by the University.
- 8) Students are not allowed to repeat outstanding units during the Leave of Absence period.
- 9) Transfer of Fees
  - a) Application for Leave of Absence received before the 5<sup>th</sup> week of commencement date:
    - 100% of fees paid would be transferred to the trimester where the student rejoins; and
    - Fees transferred will not be refunded where the students withdraw from the University.
  - b) There will be no transfer of fees paid if the application for Leave of Absence is received after 4<sup>th</sup> week of the commencement date.

# Application for Leave of Absence

## For Office Use Only

### A. Centre for Foundation Studies/Faculty General Office/Institute of Postgraduate Studies and Research

Date Received: \_\_\_\_\_ In Order: \_\_\_\_\_

Signature: \_\_\_\_\_

### B. Centre for Foundation Studies / Faculty General Office / Institute of Postgraduate Studies and Research

#### (i) General Office

(a) Is the application received **after** the end of Week 10 of Long Trimester OR Week 5 of a Short Trimester?

YES

NO

(b) Is the student being **barred** from Trimester Examination?

YES

NO

Where the answer is "YES" for either (a) and / or (b), the application for Leave of Absence is automatically disallowed. However, the Dean may approve this application under extenuating circumstances.

#### (ii) Approval by Director of Centre for Foundation Studies / Dean of Faculty

Approved

Not Approved

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (state the extenuating circumstances)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### C. Department of Admissions and Credit Evaluation

Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_

Action Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_