



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

PROFORMA REPLY TO STUDENT

leave balance
16 days.

Name of Student Jun Xu

Student No.

1	4	9	0	0	1	9	1	R
---	---	---	---	---	---	---	---	---

Department/School comp

Degree: ☒ PhD

☐ MPhil

(Please ✓ as appropriate)

Application for Vacation Leave

Please be informed that your application for vacation leave from 26/11/2016 to 29/11/2016 (inclusive)* has / has not been approved.

Informed student by Anna Cheng of General Office (comp) on 5/10/2016.
Name Department/School Date

(*Please delete as appropriate)