

Universiti Tunku Abdul Rahman			
Procedure Title: PROCEDURES ON APPLICATION FOR LEAVE OF ABSENCE			
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Students who wish to apply for leave of absence from their studies due to medical / financial / whatever reasons may do so by filling up the “Application for Leave of Absence” form obtainable from the Centre for Foundation Studies (CFS)/Faculty General Office /Institute of Postgraduate Studies and Research (IPSR)/Centre for Extension Education (CEE) / Division of Admissions and Credit Evaluation (DACE)



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.



Student submits the completed application form (with supporting documents, if any) attached to CFS/Faculty/IPSR/CEE



CFS/Faculty/IPSR/CEE checks the application form (and supporting documents, if any) and sends to Centre Director / Faculty Dean for approval. Once approved by Centre Director / Faculty Dean, CFS/Faculty/IPSR/CEE to **update course registration by student in the current trimester**

2 working days



CFS/Faculty/IPSR/CEE sends the duly approved application to DACE.



DACE updates the status of the student and generates the Leave of Absence Letter.

2 working days



DACE mails the letter to the permanent address of the student.



DACE issues memo to the relevant departments/divisions/centres/faculties on the application of Leave of Absence.

1 working day



CFS/Faculty/IPSR/CEE is to update student status when student reports back to study upon expiry of the leave of absence. A copy of the letter signed by student reporting back to study is to be sent to DACE for filing.

After the add/drop period, SODEMC will generate the list of students who fail to report back to study. After reconfirmation by CFS/Faculty/IPSR/CEE, DACE will update the student status to WJ and inform students about the withdrawal by the University.