Apply for Short Leave of Absence During Semester

Students must apply for medical leave or short leave of absence if they cannot attend classes on the following occasions:

- On days when there are laboratory sessions
- On days when quizzes or tests are conducted during classes
- On any occasion during the Professional Internship (if applicable to you)
- On any other occasions that tutor(s) or lecturer(s) deemed as compulsory for students' attendance

Categories of Leave Not Approved:

- Returning to home country during festive periods e.g. Chinese New Year, Hari Raya, etc.
- Participating in activities (in and outside campus) organised by student bodies

Actions:

a. Fill in the “Application for Leave of Absence” form (please get the form from Ms Tan Lay Yen, Email Add: lytan@ntu.edu.sg)

b. Obtain letter from company stating period of business travel or valid medical certificate (MC) from a registered clinic.

c. Scan items a. and b. and email to Ms Tan Lay Yen, Email Add: lytan@ntu.edu.sg

When you attend your next lesson, pass the original letter/MC to your lecturer and request him/her to pass it to Ms Tan Lay Yen.

We encourage all students to avoid planning their personal leave, such as personal travel, during the term time. Please try your best to attend all lessons as they are very important to the progress of your study.