

APPLICATION FORM FOR LEAVE OF ABSENCE (LOA)

A. THIS SECTION IS COMPLETED BY THE STUDENT

Details of the academic activity/ies missed		Mark applicable with ✓	
LOA during compulsory classes, clinical or practical activity/ies			
LOA during assessment			
LOA during research activity			
Title (e.g. Mr/Ms/Mrs/Mx), Initials and Surname			
Student number			
Personal email address:			
Telephone/Cellphone			
Type of programme	Undergraduate	<input type="checkbox"/>	Postgraduate Structured
		<input type="checkbox"/>	Postgraduate Research
Programme and year (e.g. BA Humanities III)			
Start date of leave			
End date of leave			
Reason/s for leave (attach your supporting document/s to this application)			
List the supporting documents provided with your application:	1. 2. 3.		
The following academic activity/ies are applicable, and the relevant academic staff have been consulted	Module/ academic activity name e.g. Physics 142, research seminar	Date/s of missed compulsory academic activity/ies	Name of Module Chairperson/ Lecturer/ Supervisor
Complete this section if this form is submitted by a third party			
A third-party leave of absence application will only be considered if the student is medically incapacitated (with evidence submitted of the medical incapacity).			
Name and surname			
Relationship with student			
Reason for third party submission			
Did you include evidence of medical incapacity with this application?	Yes	<input type="checkbox"/>	No
Please note: "The University reserves the right to request the prognosis and further information of the health care practitioner, and it accepts in good faith that you will not unreasonably deny permission in this regard" (SU General Yearbook, Part 1).			
By signing this leave application, I confirm that the information I have provided in this application is true and correct, that			
1. applications and associated supporting documents that are illegible or that have been altered may be rejected and if it can be proven that I altered such a supporting document, it could lead to disciplinary action; and			
2. the University reserves the right to allow academic environments, the Registrar or their delegate to deny applications for leave of absence of absence where such applications are not lodged in good time, or where such applications are not practically feasible.			
Signature of student or third-party applicant			Date

B. VERIFICATION OF CO-CURRICULAR ACTIVITIES BY THE DIVISION OF STUDENT AFFAIRS OR SPORT ACTIVITIES BY MATIES SPORT (COMPLETE IF APPLICABLE)				
Do you support the LOA application for sport or co-curricular activity? Mark applicable with ✓			Yes	No
Indicate for which category this LOA is recommended e.g. Category A 12.1.1.4.1 or Category B 12.1.2.2.				
Comments				
Staff name and surname		Designation		
Signature		Date		
C. RECOMMENDATION SECTION: COMPLETED AND STAMPED BY THE REGISTRAR'S DIVISION (ONLY IF LEAVE REQUESTED IS 3 DAYS OR LONGER)				
Leave category	Category A	The academic environment concerned should, in their determination, accommodate you for the missed academic activities, as far as practically feasible.		
	Category B	Leave is conditional on you making prior satisfactory arrangements with the academic environment concerned for the missed academic activities.		
	Category C	Leave application is not compliant with SU's Leave of absence rules. Approval of leave is not granted.		
Comments				
Staff name and surname		Designation		
Signature		SU Stamp:		
Date				
D. APPROVAL SECTION: COMPLETED BY THE ACADEMIC ENVIRONMENT				
Module 1: Abovementioned leave of absence is (✓ the suitable box)			Approved	
			Not approved	
Arrangements to catch up on missed academic activity/ies OR the reasons for non-approval				
Staff name and surname		Designation		
Signature		Date		
Module 2: Abovementioned leave of absence is (✓ the suitable box)			Approved	
			Not approved	
Arrangements to catch up on missed academic activity/ies OR the reasons for non-approval				
Staff name and surname		Designation		
Signature		Date		

D. APPROVAL SECTION: COMPLETED BY THE ACADEMIC ENVIRONMENT (CONTINUED)			
Module 3:			Approved
Abovementioned leave of absence is (✓ the suitable box)			Not approved
Arrangements to catch up on missed academic activity/ies OR the reasons for non-approval			
Staff name and surname		Designation	
Signature		Date	
Module 4:			Approved
Abovementioned leave of absence is (✓ the suitable box)			Not approved
Arrangements to catch up on missed academic activity/ies OR the reasons for non-approval			
Staff name and surname		Designation	
Signature		Date	
Module 5:			Approved
Abovementioned leave of absence is (✓ the suitable box)			Not approved
Arrangements to catch up on missed academic activity/ies OR the reasons for non-approval			
Staff name and surname		Designation	
Signature		Date	
Module 6:			Approved
Abovementioned leave of absence is (✓ the suitable box)			Not approved
Arrangements to catch up on missed academic activity/ies OR the reasons for non-approval			
Staff name and surname		Designation	
Signature		Date	