

AUTHORISED LEAVE OF ABSENCE

Kindly complete this form and submit together with the relevant original supporting documents to the Student Services Centre. Please ensure all information is correct, especially the batch number. If you are unsure about your batch number, do contact your respective Student Coordinator.

Batch No. : _____
 Name of Student : _____
 Student ID (SID) : _____
 Contact No : _____
 Email Address : _____

NOTE: MDIS undertakes to maintain the confidentiality of student's personal information and will not divulge the information to any third party without the consent of the student.

Date(s) Affected	Module(s) Affected

Absent for **Class** **Examinations**

Reasons (please tick one)

Brief Explanation

- | | |
|---|-------|
| <input type="checkbox"/> Medical Leave | _____ |
| <input type="checkbox"/> Compassionate Leave | _____ |
| <input type="checkbox"/> Overseas Assignments | _____ |
| <input type="checkbox"/> Reservist Training | _____ |
| <input type="checkbox"/> Others | _____ |

I understand that the above is subject to approval from the relevant authority. I have read and understood the Standing Instructions and agree to abide by them.

 Signature of Student

 Date

For Official Use Only

- Approved
 Not Approved

 Senior Manager / Manager

 Date

*Version 12
 Dated: 01 Sept 2019*



Acknowledgment Receipt

Student ID (SID) : _____
 Name : _____
 Batch No. : _____
 Submission Date : _____
 No of Days : _____

For Official Use Only

Date : _____
 Received by : _____
 Stamp : _____
 Signature : _____

STANDING INSTRUCTIONS

All students must meet the following attendance requirements in order to be eligible for the examination(s):

- Minimum 90% attendance per module for all day programme students
- Minimum 80% attendance per module for all evening programme students

Students who are barred from the main examination(s) due to poor attendance will not be eligible for the supplementary examinations. Students would have to re-module and make the necessary payment for the re-module fee if they are barred from the examination(s).

Absence from Class

If you are unable to attend class:

1. **Due to foreseeable reasons** (official overseas work assignment, reservist training or other valid reasons)

Submission deadline: At least 14 calendar* days before the date of absence.

2. **Due to medical or unforeseen valid reasons** (sudden illness, emergency or other unavoidable circumstances)

Submission deadline: Within 4 calendar* days from the day of class.

Absence from Examinations

If you are unable to take the examination:

1. **Upon receiving your examination timetable**

Approval may be granted on medical grounds, bereavement of immediate[#] family, official overseas assignment or reservist training.

Submission deadline: At least 14 calendar days* before the examination.

2. **On the day of the examination and prior approval has not been obtained**

This could be due to sudden illness, emergency or other unavoidable circumstances.

Submission deadline: Within 4 calendar days* from the day of examination.

Note:

1. *Submission of this form must be accompanied by relevant supporting documents.*
2. *For absence from an examination, the Endorsement of Examination Medical Leave form completed, signed and stamped by a registered medical practitioner must be submitted together with the medical certificate.*

* Calendar day is inclusive of weekends and public holidays.

Parents, spouse or children