

FAQs on Leave of Absence

1. How can I apply for leave of absence?

Students should complete the online form 'SF416 - Leave of Absence' via the [Science Online Application Submission System \(OASS\)](#).

Submission Deadlines

- All **full semester** or **full-year** leave of absence applications **must** be submitted **before** the start of the relevant semester. Late submission may result in a composition fee being charged for that semester.
 - Exchange/Visiting Study
 - **Semester 1 or Full-Year:** by August 10
 - **Semester 2:** by December 15
 - Internship, Medical Reasons, or Other Reasons
 - **Semester 1 or Full-Year:** Before the first day of teaching in Semester 1
 - **Semester 2:** Before the first day of teaching in Semester 2
- For leave of absence due to internship, applications made after the start of the internship will **not** be considered.
- Retrospective leave of absence applications are **not** accepted. The start date of your leave will be considered as the date on which your application, together with all valid supporting documents, is submitted.

Required Supporting Documents

- Students are required to submit all relevant documents to support their leave application:
 - **Exchange/Visiting study:** Admission letter from the host institution
 - **Internship:** An official Employment Contract clearly indicating the employment period and relevant terms
 - **Medical reasons:** A Medical Certificate(s) or Medical Report(s), issued by registered medical practitioner(s), **indicating the recommended leave period**
 - **Other reasons:** Documents verifying your reason of leave, such as:
 - Certificate of Military Service with a calendar showing the discharge date (for leave due to military service)
 - Bank Statement(s) of the account(s) for tuition fee payment (for financial difficulty)
 - Detailed study plan during your leave period (for financial difficulty and other personal reasons)

- Applications without valid supporting documents will not be considered. Should extra time is needed for the collection of any of these supporting documents, you should inform the Faculty when you make the application.

Application Results & Additional Information

- Students will receive written notification of the result of their leave of absence application via email. The estimated processing time is approximately 3 to 4 weeks from the date your application and all valid supporting documents are submitted. Please check your HKU email account regularly to ensure your application is completed and that you have received approval from the Faculty.
- The period of semester long leave of absence is excluded from the counting of normative study period except for semester long/year long outgoing exchange study. The period of leave of absence (excluding the leave for compulsory military service) is to be counted within the maximum period of registration. The maximum period of registration is 6 years for 4-year curriculum.

2. Do I need to apply for deferral of study if I have been granted leave of absence for 1 semester / 1 year?

You do not need to apply for deferral of study. If you cannot graduate on time, the Board of Examiners would determine whether you are allowed to continue your studies in the next academic year.