

## **FAQs on Leave of Absence**

### **1. How can I apply for leave of absence?**

Students who wish to apply for leave of absence on medical ground have to write to the Dean of Science together with a certificate signed by a registered medical practitioner.

Students applying for leave of absence for non-medical reasons should also write to the Dean of Science at the earliest opportunity stating the reasons for which the leave of absence is sought (University General Regulation G8 refers).

Students who go for exchange study/visiting study should submit leave of absence application in the Faculty's Online Credit Transfer Application System (OCTAS) at least one month before the date of departure, and need not write to the Dean separately for leave of absence. Details of the OCTAS can be found at <https://webapp.science.hku.hk/intranet/exchange.html>.

The period of semester long leave of absence is excluded from the counting of normative study period except for semester/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.