FAQs on Leave of Absence

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

   Students who wish to apply for leave of absence should complete the online form 'SF416 - Leave of Absence' via the Science Online Application Submission System (OASS).

   Students are required to submit the following supporting documents for their leave application:

   - for internship: Employment Contract;

   - for medical reason: Medical Certificate(s) or Medical Report(s) issued by registered medical practitioner(s);

   - for other non-medical reason: Documents verifying reason of leave, such as Certificate of Military Service with calendar showing the discharge date for leave due to military service, Bank Statement for financial difficulty, detailed study plan during their leave period for other personal reasons.

   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 by early August for the 1st semester and full-year exchange/visiting study, or by mid-December for the 2nd semester exchange/visiting study.

   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.