



## AUTHORISED LEAVE OF ABSENCE

Kindly complete this form and submit together with the relevant 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 : \_\_\_\_\_  
NRIC / Passport No : \_\_\_\_\_ FIN: \_\_\_\_\_  
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 11  
Dated: 30 May 2019



**Acknowledgment Receipt**

NRIC/FIN	: _____	Date	: _____
Name	: _____	Received by	: _____
Batch	: _____	Stamped	: _____
Submission Date	: _____		
No of Days	: _____	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<sup>#</sup> 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