

MIDDLESEX UNIVERSITY DUBAI

LEAVE OF ABSENCE APPLICATION



MISIS No.:

SECTION A (STUDENT DETAILS)

Full Name:

Programme of study:

Year of study: Year 1 Year 2 Year 3

MODULE CODE	MISSED CLASSES DETAILS				NAME OF MODULE CO-ORDINATOR
	LEC No.	SEM No.	Workshop No.	LAB No.	
Example:ACC1110	02	04	02	01	Ms. Sandhya/Ms. Juhi

LEAVE OF ABSENCE DETAILS

Period of Absence

From:

To:

Reason for Absence

Leave of absence will ONLY be approved for valid reasons. Please read the Regulations for Leave of Absence overleaf.

I have attached supporting documents as evidence to my leave of absence.

I verify that I have read and understood the overleaf regulations. The information above and supporting evidence is true and accurate.

Signature: _____ Contact No.: _____ Date: _____

SECTION B (FOR STUDENT ACTIVITIES USE ONLY)

Approved Rejected Signature: _____ Date: _____

SECTION C (FOR STUDENT OFFICE USE ONLY)

Approved Rejected Informed Student

Comments: _____ Date: _____

Signature: _____ Informed Module Coordinator

Date: _____ Date: _____

Please read this page carefully before completing the form overleaf.

- Leave of absence must be applied for **within 7 calendar days** of the absence period.
- Your request will ONLY be processed with supporting evidence. Incomplete forms WILL NOT be considered.
- Supporting documents must be submitted **within 3 working days** of the submission of the application. Failure to meet this deadline will result in the rejection of your leave of absence application.
- The decision will be based on your supporting evidence alone.
- You are not entitled to 'Excused Absence' unless you have received notification in writing from the Student Office that your application for leave has been approved.
- In case of extended period of leave affecting assessments, fill the **Extenuating Circumstances** form (available at the Student Office).

Only the following evidence is considered VALID for Excused Absence:

ILLNESS OR INJURY	RELIGIOUS OBLIGATION (HAJJ/UMRAH/MUHARRAM)
<ul style="list-style-type: none"> - An original medical report must be provided and must <ul style="list-style-type: none"> • <i>Be signed by a doctor;</i> • <i>Have the doctor's name printed;</i> • <i>Be dated;</i> • <i>Be stamped by the hospital</i> - It must state: <ul style="list-style-type: none"> • <i>Your incapacity to attend due to your condition;</i> • <i>What you are suffering from;</i> • <i>The period of time affected;</i> • <i>How it may affect your academic performance</i> - In addition to the above, the below documents must be submitted, where applicable: <ul style="list-style-type: none"> • <i>A copy of the passport page with exit/entry stamps in case students were required to travel</i> • <i>The original passport must be shown to Student Office staff (for verification in case of travel only)</i> • <i>A copy of travel tickets</i> 	<ul style="list-style-type: none"> - A letter from the authorized community head (applicable for Muharram trips) - A copy of the passport page with exit/entry stamps - The original passport must be shown to Student Office staff (for verification in case of travel only) - A copy of travel tickets
DEATH IN FAMILY	REASONS FOR ABSENCE WILL NOT INCLUDE:
<ul style="list-style-type: none"> - A copy of the death certificate must be provided - In addition to the above, the below documents must be submitted, where applicable: <ul style="list-style-type: none"> • <i>A copy of the passport page with exit/entry stamps</i> • <i>The original passport must be shown to Student Office staff (for verification in case of travel only)</i> • <i>A copy of travel tickets</i> 	<ul style="list-style-type: none"> - pressure of work - misreading of class/examination timetables - poor time management - scheduling of holidays or time abroad <p><i>For more information, please see University Regulations Section D8: Extenuating Circumstances</i></p>
VISA RENEWAL/VISA CHANGE OF SPONSORSHIP	
<ul style="list-style-type: none"> - Copies of the OLD visa and NEW visa must be provided - A copy of the passport page with exit/entry stamps - The original passport must be shown to Student Office staff (for verification in case of travel only) - A copy of travel tickets 	<p>In addition to the above, the below reasons are also not acceptable reasons for absence:</p> <ul style="list-style-type: none"> - unavailability of parking spaces - driver's license classes/tests