

MIDDLESEX UNIVERSITY DUBAI



IFP LEAVE OF ABSENCE/DEFERRAL APPLICATION

Leave of absence/deferral will only be approved for the valid reasons. Please read the Regulations overleaf.

MISIS No.:

| | | | | | | | | | |
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SECTION A (STUDENT DETAILS)

Full Name:

Academic Year

 Sep Start Jan Start

Section/Group:

LEAVE OF ABSENCE DETAILS

From:

To:

No. of Days:

Reason for Absence

| MODULE CODE | MISSED CLASSES | | | NAME OF MODULE CO-ORDINATOR |
|-------------|----------------|-----|-----|-----------------------------|
| | LEC | SEM | LAB | |
| | | | | |
| | | | | |
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| | | | | |

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: _____

 Updated UniHub

Date: _____

Date: _____

| MODULE CODE | MISSED ASSESSMENT | DUE DATE | MODULE CO-ORDINATOR | REVISED DEFERRAL DATE | TUTOR SIGNATURE |
|-------------|-------------------|----------|---------------------|-----------------------|-----------------|
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SECTION C (AUTHORISATION BY MODULE CO-ORDINATOR'S)

Approved Date: _____ Rejected Date: _____ Signature: _____ Date: _____

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

Student Signature: _____ Contact Number: _____ Date: _____

REGULATIONS FOR LEAVE OF ABSENCE

Please read this page carefully before completing the form overleaf.

- Leave of absence must be applied for **within 1 calendar day** of the absence period.
- Your request will **ONLY** be processed with supporting evidence. Incomplete forms **WILL NOT** be considered.
- Supporting documents must be submitted **at the time of** of the submission of the application. Failure to meet this deadline will result in the rejection of your leave of absence application.
- Leave of absence is usually approved for a maximum period of up to 14 calendar days. If the leave period extends 14 calendar days, please fill a new form and submit relevant documents to extend your leave of absence (subject to approval).
- 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</i> • <i>The original passport must be shown to Student Office staff (for verification in case of travel only)</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 | IMMEDIATE FAMILY EVENTS (WEDDING ONLY) |
| <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"> - Original wedding invitation 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 |
| VISA RENEWAL/VISA CHANGE OF SPONSORSHIP | REASONS FOR ABSENCE WILL NOT INCLUDE: |
| <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 | <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> <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 |