



**STUDENT'S LEAVE APPLICATION FORM
(FOR FBA POSTGRADUATE STUDENTS)**

Student Name			
Student No.	<input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/>	Macao Phone No.:	<input type="text"/>
Leave Period	From: (DD/MM/YYYY)	To: (DD/MM/YYYY)	Total No. of Days: <input type="text"/>

Note: Please read the guidelines written on the other side of this form before submission of this form.

Reason for Leave (Please ✓ the appropriate):

- Sick Leave
- Condolence (Please refer to the 2nd paragraph of the guidelines written on the other side of this document for details)
- Officially Representing Macau SAR at An Event

Other Reasons:

- Please specify _____

Application for leave from class(es) for the following course(s):

FBA Course(s):			
No.	Course Code	Course Title	Section
1.			
2.			
3.			
4.			
5.			

- This form must be submitted to FBA Postgraduate Office with supporting document(s).
- The application with insufficient supporting document(s) will not be considered.
- By signing this application, you declare that all the information given and documents enclosed are accurate and give permission to the University of Macau to contact outside organizations in order to verify the supporting document(s).

Signature of Student: _____

Date of Submission: _____

For FBA Office Use Only

Approval by Dean of FBA or Delegates

Approve

Disapprove

Signature

Date

Remarks:

Student and instructor(s) have been informed of the decision on / / .

Student Leave Guidelines (For students of FBA Postgraduate Programmes)

All students enrolled in courses are expected to actively participate in 100% of required classes. A student who is absent without applying for leave of absence from a course for more than 20% of its scheduled teaching periods in the aggregate should not be allowed to take the final examination and may receive a failing grade for that course.

Students may be granted leave of absence normally for the following reasons:

1. Sick leave with medical certificate
2. Officially representing Macau SAR at events
3. Condolence (For the death of a student's spouse, or his/her next of kin**)

** Parents, parents-in-law, step parents, brother/sisters, brothers/sisters-in-law, children, children-in-law, step children and spouse, adopted children and their spouse.

4. Marriage leave
5. Maternity leave
6. Paternity leave

Remarks:

- Except for sick leave, approval for leave must be obtained prior to the event when the circumstance is known in advance, otherwise the leave may not be granted.
- Supporting document(s) must be submitted when an application is submitted.
- Application for condolence/sick/maternity/paternity leave must be submitted together certificate(s) within **seven days** after the leave of absence.
- Students need to be away from his/her study for a longer period (such as maternity or illness for a longer period) should consider applying for deferment of study.
- Students should complete the Student's Leave Application Form (FBA/Form/008a) and submit it together with the supporting document(s) to the FBA Postgraduate Office.
- The FBA Postgraduate Office will notify the decision to the student and the instructor(s) concerned.