

## **INSTITUTE FOR POSTGRADUATE STUDIES**

## POSTGRADUATE PROGRAMME APPLICATION FOR LEAVE OF ABSENCE

- 1. The candidate is required to submit the application for leave of absence at least THREE months in advance to the faculty.
- Leave of absence must not exceed TWELVE months for each application and the total duration of leave of absence for a candidate shall not be more than 24 months.
- 3. The candidate must settle all outstanding fees (if any) before applying the leave of absence.
- 4. Kindly attach the supporting documents with the application to the Faculty. For International Student: Kindly attach the supporting document as a proof of leaving the country (Malaysia).
- 5. The candidate is to ensure that the form is complete before submitting the application.

PART I: TO BE COMPLETED BY THE CANDIDATE (Please tick (✓) the relevant)						
FULL NAME:	ID NUMBER:					
PROGRAMME:	FACULTY:					
MODE OF STUDY:	NATIONALITY:					
PERSONAL EMAIL:	MOBILE PHONE NO.:					
DATE OF INITIAL REGISTRATION:	END OF CANDIDATURE:					
CORRESPONDENCE ADDRESS:						
LEAVE OF ABSENCE APPLIED FROM:/_/_ TO:/_/ dd mm yr dd mm yr	DURATION: MONTHS					
REASON FOR LEAVE (Please tick the relevant):						
On medical grounds The candidate must submit a medical report from the doctor to the Faculty Dean through the Supervisors/ Co-Supervisor. Medical Certificate (MC) is NOT acceptable.						
Work Commitment The Candidate who is involved in company activities, such as business trip or outstation assignment must submit a letter from the CEO, Director or immediate superior to the Faculty Dean through the Supervisors/Co-Supervisor indicating the business activities.						
Attend and fulfill Course requirements  A candidate may apply for leave of absence to follow another course in Multimedia University or any other institution of higher learning, if the course is a requirement by the Faculty.						
(4) On Humanitarian grounds as follows, but not limited to:-  Passing of immediate family member  Financial difficulties  Natural Disaster in hometown or country of candidate	e					
(5) OTHERS:-  Describe the reason:						
PREVIOUSLY APPROVED LEAVE OF ABSENCE (If any):						

Institute for Postgraduate Studies Multimedia University (436821-T) Cyberjaya Campus: 63100 Cyberjaya, Selangor Darul Ehsan, Malaysia Tel: 603-83125276/5182/5560/5326 Melaka Campus: Jalan Ayer Keroh Lama, 75450 Melaka, Malaysia

Tel: 606-2523564/3824/3166 Url: http://www.mmu.edu.my



NO.	FROM (DATE)	TO (DATE)	DURATION (MONTHS)	REASON	COUNTED IN DURATION OF STUDY (YES/NO)
SIGNA	TURE OF CAND	IDATE:	DAT	E:	

PART II: ENDORSEMENT BY DIVISION:	DATE	SIGNATURE AND OFFICIAL STAMP				
Finance The candidate has <b>NO</b> outstanding fees.						
Library The candidate has returned all materials and has NO outstanding fees.						
Supervisor (by Research only)  COMMENTS (If any):						
Co-Supervisor (by Research only)  COMMENTS (If any):						
PART III: FOR FACULTY USE						
FACULTY Received and Verified						
PART IV: FOR INSTITUTE FOR POSTGRADUATE STUDIES USE						
INSTITUTE FOR POSTGRADUATE STUDIES Received and Verified						
Note:  (1) The Faculty shall send the form to IPS after the Faculty R&I Committee Meeting.						

- (1) The Faculty shall send the form to IPS after the Faculty R&I Committee Meeting.
  (2) The Senate shall consider the Leave of Absence upon recommendation from the Faculty R&I Committee through the Board of Postgraduate Studies.

A TW University