



NO.	FROM (DATE)	TO (DATE)	DURATION (MONTHS)	REASON	COUNTED IN DURATION OF STUDY (YES/NO)

SIGNATURE OF CANDIDATE: \_\_\_\_\_ DATE: \_\_\_\_\_

PART II: ENDORSEMENT BY DIVISION:	DATE	SIGNATURE AND OFFICIAL STAMP
<b>Finance</b> The candidate has <b>NO</b> outstanding fees.		
<b>Library</b> The candidate has returned all materials and has <b>NO</b> outstanding fees.		
Supervisor (by Research only) <b>COMMENTS (If any):</b>		
Co-Supervisor (by Research only) <b>COMMENTS (If any):</b>		
PART III: FOR FACULTY USE		
<b>FACULTY</b> Received and Verified		
PART IV: FOR INSTITUTE FOR POSTGRADUATE STUDIES USE		
<b>INSTITUTE FOR POSTGRADUATE STUDIES</b> Received and Verified		
<b>Note:</b>		
(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.		