Application for Leave of Absence (LOA)– PG Students



Student Application:

1. Login as Student click on Postgraduate Service Tile & Apply for LOA link

Important Notice : 2 ⁸ Keep Your IDM Password Fresh! Kindly activate your IDM to avoid any discussion to account the CLIC Application		Personal Information	Campus Finances	Lifelong Learning	Enrollment
Kindly navigate to Student Pass https://spn Click "Forgott you Click "Forgotten Passwo Change you Login and click "Change Password at	sword Management (SPM) Portal at Immu edu my/ IDM password? ard' to reset your password. Ir IDM password? ". You are advised to change your IDM east once a year.			*	<u></u>
Don't Lose Your teads upl Once your status chang will be revoke Please back up your important em- cont to your per ACT NOV to set Reach out to us fo IT Hotline No: 03-8312 Email Support. nice	MMU Email and Datal es to mactive (Completed Programme, rogramme), all access to MMU IT facilities do en month later alls and data from your MMU Microsoft conste mail and storage. ure your information! role aclove matters at 5777 (C) (05-2524777 (M) support@mmu edu.my	Class Schedule	Attendance	Industrial Training Program	Final Year Project
Examinations	Academic Records	OBE Achievement	Student Requests	Academic Progression	Postgraduate Service
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2. When LOA period is opened then the Apply button will be enabled.

3. Click on Apply Leave button

Important Notice: will appear only for International Students

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Postgraduate Service							
PPM Registration	Important Note: International students are required to con Finance is not required.	nsult the International Student Centre (IS	C) before applying for the LOA. ISC	Is required to provide a	I 'Pre-Notifica	tion of LOA' to faculty upon LOA appr	oval from ISC. Verification by Counsellor and
PPM Summary Outcome	Leave Request Summary						
RPD Application	Application Number 14	Application Term 11	Request Date 11	From 11	To 11	Application Status 11	View Application 11
WCD Application	1						View Application
Thesis Submission Application			Apply Leave o	Absence Request			
Apply for Verification Letter							
VIVA Results							
P Withdrawal Dashboard							
Change in Supervisor							
Apply for Extension							
Apply for Leave of Absence							

4. Click on Apply button

Part B: Trimester for Leave of Absence (L	DA)			
	"Leave D "Dat	aration Q = From 19/11/2024 = To		
	"Reason F Re	or LOA Q		
Part C: Subject(s) Registered for Current	Trimester			
Course	Course Description			Course Credits
1				
Part D: Document Uploads				
List of documents to be upload	Attached File	Add Attachment	View Attachment	Delete Attachment
1 Prenotification of LOA		Add Attachment	View Attachment	Delete Attachment
2 Sponsor Approval		Add Attachment	View Attachment	Delete Attachment
I hereby agree with the conditions of the letter and will ab	ide by them. I shall be solely responsible for my future undert	akings, as a result of my decision for Leave of Absence.		

- 5. Select Duration, Date From, Date To, fill up reason for LOA and fill up Remark.
- 6. For Research Students: Please input Leave Duration in months

*Leave Duration	Q
*Date From	19/11/2024
Date To	
*Reason For LOA	٩
Remarks	
	Highlighted field is required.
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ion	

- 7. Click on Leave Duration prompt button to select duration
- 8. For Course Work students: Please input Leave Duration in Term

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Part B: Trimester for Leave of Absence (LOA)	
Trimester From	2430 Trimester October/November2024
"Trimester To	٩
"Reason For LOA	٩
Remarks	

Maximum THREE trimester will appear including current Tri (duration of 1 year in future)

- 9. Select a Term/Duration accordingly.
- 10. For international students only, upload **Prenotification of LOA**, this document is mandatory, For locals, it's optional

		Remarks				
	Please att	ach ISC Recommendation under document type Prenotificat	ion of LOA (Part D).			
Part C: Subject(s) Registered for Current Trimester						
		<u> </u>				
Course	Course Description					
Part D: Document Uploads						
List of documents to be upload	Attached File	Add Attachment	View Attachme			
Prenotification of LOA		Add Attachment	View Attachmer			
Sponsor Approval		Add Attachment				
hereby agree with the conditions of the letter and will abid	e by them. I shall be solely responsible for my futu	ure undertakings, as a result of my decision for Leave of Abse	nce.			

11. Upload document and check the declaration box and submit

S	status Active in Program
	Email Sent Successfully.
Total Apr	ОК
Outstanding	Fees 0
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- 12. Click on Submit
- 13. Email notifications are sent to respective parties.

IF international – ISC will be notified

IF Local – For research students, Supervisor and Co Supervisor will be notified

For coursework student, Faculty Admin will be notified

14. Below is student dashboard after application submitted.

mportant Note:						
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Application Number 1	Application Term ↑↓	Request Date 1	From ↑↓	To ↑↓	Application Status 1	View Application 1
LOA243000017	Trimester October/November2024	19/11/2024	18/11/2024	16/04/2025	Submitted	View Application
	Your LOA a	Notice A application is under review. Please monitor your campus email for updates.				
		Apply Leave of Abs	ence Request			