

Application for Leave of Absence

Notes:

1. Students who wish to apply for leave of absence are required to submit an application to the Faculty Office **at the earliest opportunity**.
2. Please submit the duly completed form to the Arts Faculty Office (address: Room 405, 4/F, Run Run Shaw Tower, Centennial Campus; email: arts@hku.hk).

** Please delete as appropriate*

I. PERSONAL PARTICULARS

Name: _____ BA Year: _____ University No.: _____
Surname First Name Curriculum: 3-year / 4-year*
Contact No.: (*Home/ Hall) _____ (Mobile) _____ HKU
Email: _____ @hku.hk

II. REQUEST FOR LEAVE OF ABSENCE

Period of leave of absence requested (*please tick ONE*):

- For 1st semester only / 2nd semester only / full year* of the academic year _____
- For the period from _____ (date) to _____ (date) (inclusive)

Reasons [*please tick ONE and if necessary attach separate sheet(s)*]:

- Exchange studies

Please state below the exchange programme you have joined (e.g. HKU Worldwide Exchange Programme, Arts Faculty Exchange Programme or department-level exchange programme) and attach copies of the award letter for the exchange studies and the admissions letter from the host university:

- Medical reason(s)

Please provide details (if appropriate) and attach the relevant medical certificate(s) issued :

- Personal reason(s)

Please provide details and attach any relevant supporting document(s) (if appropriate):

Date: _____ Signature: _____

III. APPROVAL BY FACULTY BOARD (for official use)

Approval by Associate Dean (Undergraduate) (*please tick as appropriate*): Yes No

Remarks, if any: _____

Date: _____ Signature: _____