



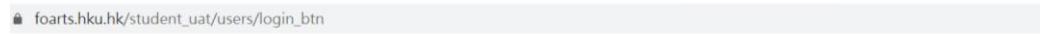
Faculty of Arts
THE UNIVERSITY OF HONG KONG
香港大學文學院

Online Application System for Leave of Absence

User Manual for Students
(December 2020)

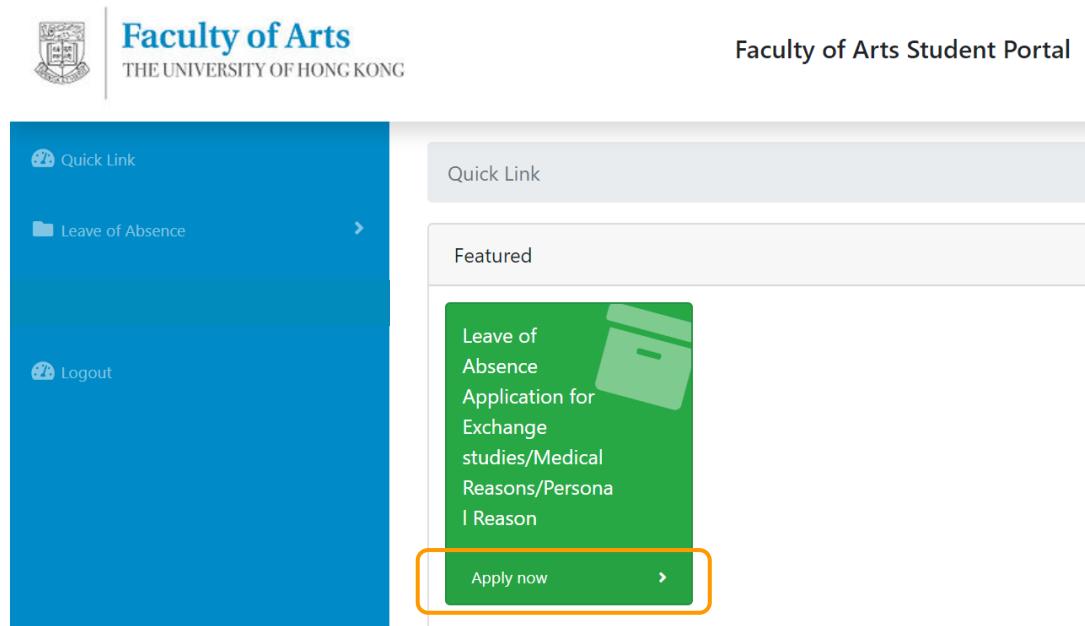
Application for Leave of Absence

1. Please login the system with your HKU Portal ID and password via https://foarts.hku.hk/student/users/login_btn

 foarts.hku.hk/student_uat/users/login_btn

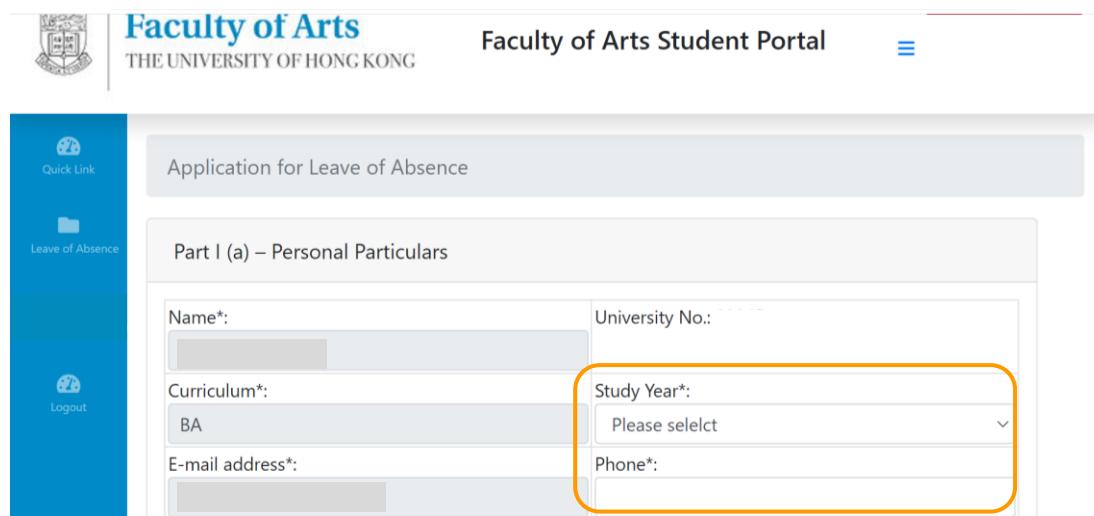


2. Please click "Apply now" from the Leave of Absence Application for Exchange Studies/ Medical Reasons/ Personal Reason to start your application



The image shows the Faculty of Arts Student Portal. On the left, there is a sidebar with a 'Quick Link' button, a 'Leave of Absence' button with a dropdown arrow, and a 'Logout' button. The main content area has a 'Quick Link' header and a 'Featured' section. Within the 'Featured' section, there is a green box containing the text 'Leave of Absence Application for Exchange studies/Medical Reasons/Personal Reason' and a green button labeled 'Apply now' with a dropdown arrow. The 'Apply now' button is highlighted with an orange border.

3. Input the required information



Faculty of Arts
THE UNIVERSITY OF HONG KONG

Faculty of Arts Student Portal

Application for Leave of Absence

Part I (a) – Personal Particulars

Name*: <input type="text"/>	University No.: <input type="text"/>
Curriculum*: BA	Study Year*: <input type="text" value="Please select"/>
E-mail address*: <input type="text"/>	Phone*: <input type="text"/>

4. Choose the type of your leave of absence [e.g. Exchange studies, Medical reason(s) or Personal reason(s)] in Part II(b)

1. Academic Year: 2020-2021

2. Leave Period: Semester 2

Part II (b) – Reasons [Please choose one]:

Exchange studies **Medical reason(s)** **Personal reason(s)**

1. Have you received an exchange offer from HKU (e.g. HKUWW, Faculty)? :

2. Please attach the award letter issued by the relevant HKU unit:

3. Please attach copies of the admissions letter from the host university:

Submit

a(i). For Exchange Leave: If your exchange offer is received from HKUWW, the Faculty or SMLC, please click 'Yes' and then select the host institution. In case the host institution is not listed on the dropdown menu, please contact the Faculty Office (arts@hku.hk). If you will join a visiting programme (i.e. you will not be required to pay the tuition fee to HKU during the leave period), please proceed with "Personal reason(s)".

Part II (b) – Reasons [Please choose one]:

Exchange studies Medical reason(s) Personal reason(s)

1. Have you received an exchange offer from HKU (e.g. HKUWW, Faculty)? :	Yes
2. Please attach the award letter issued by the relevant HKU unit:	Please select
3. Please attach copies of the admissions letter from the host university:	Please select Aarhus University (Denmark) Akita International University (Japan) Albert-Ludwigs-Universität Freiburg (Germany) Bishop's University (Canada) Boston College (USA)

a(ii). Please upload both admission offers of your exchange programme and click "Submit" to complete your application.

Part II (b) – Reasons [Please choose one]:

Exchange studies Medical reason(s) Personal reason(s)

1. Have you received an exchange offer from HKU (e.g. HKUWW, Faculty)? :	Please select
2. Please attach the award letter issued by the relevant HKU unit:	<input type="button" value="Choose File"/> No file chosen (1 file in pdf/word format, maximum file size: 5 MB)
3. Please attach copies of the admissions letter from the host university:	<input type="button" value="Choose File"/> No file chosen (1 file in pdf/word format, maximum file size: 5 MB)

Submit

b(i). For Medical Leave: please fill in the required information and upload the relevant medical certificate(s), and click “Submit” to complete your application; You are also required to submit the original of the relevant medical certificate(s) to the Faculty Office for our processing.

Part II (b) – Reasons [Please choose one]:

Exchange studies **Medical reason(s)** Personal reason(s)

1. Details of your situation:

2. Please attach the relevant medical certificate(s) signed by a registered medical practitioner:

Choose File No file chosen
Note: You must submit the original copy of medicate certificate(s) to the Faculty Office.
(1 file in pdf/word format, maximum file size: 5 MB)

3. Additional documents (optional):

Choose File No file chosen
(1 file in pdf/word format, maximum file size: 5 MB)

Submit

c(i). For Personal Leave: please fill in the required information and then upload your supporting document(s) if applicable, and click “Submit” to complete your application. Please retain the original of these document(s) as the Faculty will request for processing when necessary.

Part II (b) – Reasons [Please choose one]:

Exchange studies Medical reason(s) **Personal reason(s)**

1. Please provide justifications for the proposed leave of absence:

2. Please attach any relevant supporting document(s) (if applicable):

Choose File No file chosen
(1 file in pdf/word format, maximum file size: 5 MB)

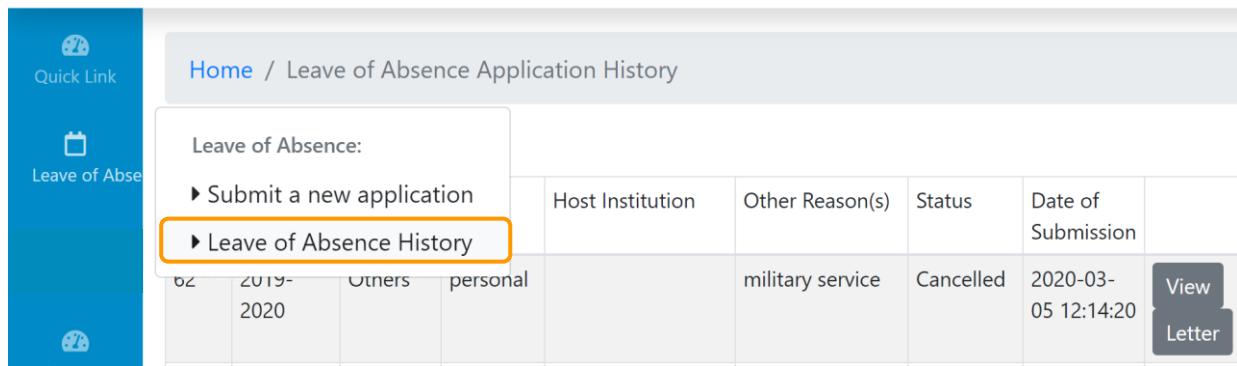
3. Additional documents (Optional):

Choose File No file chosen
(1 file in pdf/word format, maximum file size: 5 MB)

Submit

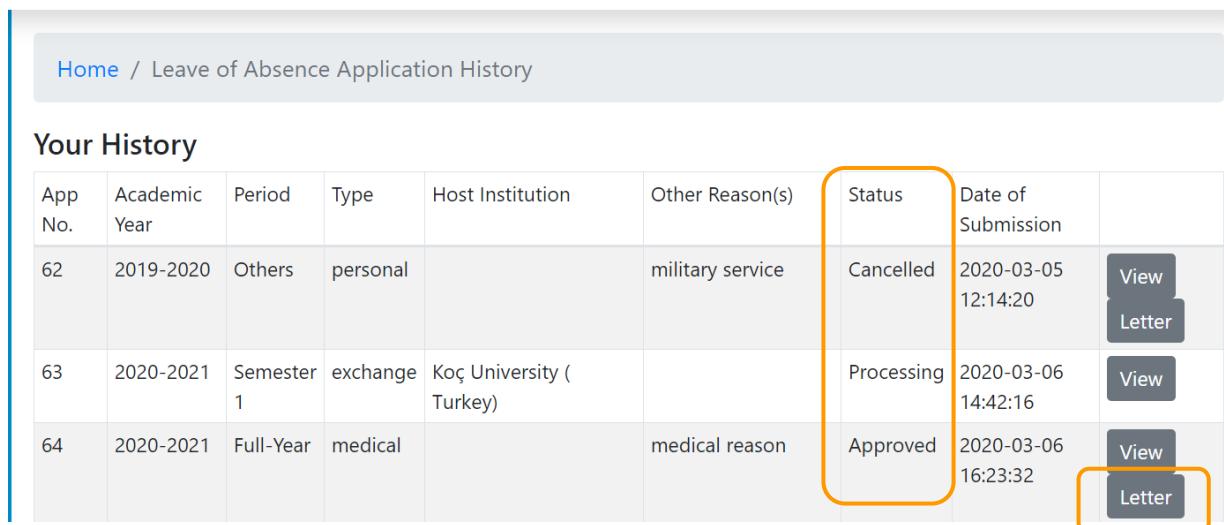
5. After the “Submit” button is clicked, you will receive an acknowledgement email from the online application system.

6. You can view your submitted application(s) on the “Leave of Absence History” page and check the application status.



Host Institution	Other Reason(s)	Status	Date of Submission
	military service	Cancelled	2020-03-05 12:14:20

7. When the application status is changed, you will receive an email from the application system and you can check the application result by clicking the “Letter” on “Leave of Absence Application History” page.



App No.	Academic Year	Period	Type	Host Institution	Other Reason(s)	Status	Date of Submission	
62	2019-2020	Others	personal		military service	Cancelled	2020-03-05 12:14:20	View Letter
63	2020-2021	Semester 1	exchange	Koç University (Turkey)		Processing	2020-03-06 14:42:16	View
64	2020-2021	Full-Year	medical		medical reason	Approved	2020-03-06 16:23:32	View Letter

Contact Information

For enquiries, please contact arts@hku.hk.