



FACULTY OF COMMERCE
APPLICATION FOR SHORT LEAVE

Students: Please note that faculty permission for short leave does not automatically confer exemption from any compulsory attendance, deliverables or any other form of assessment on courses for which the applicant is registered. It is the applicant’s responsibility to contact each course convenor to obtain confirmation of either:

- Exemption from compulsory attendance, deliverables or any other form of assessment; or
- a change in date of compulsory attendance, deliverables or any other form of assessment or
- An alternative form of attendance or assessment.

• **Personal details**

Student number: _____

Surname: _____

First names: _____

Telephone number (h) _____ (cell) _____

• **Short Leave applied for on what grounds? (tick box)**

Medical Compassionate Sporting/cultural

Dates of intended absence: From ____/____/20__ to ____/____/20__ inclusive

1. Please provide further information and attach relevant supporting documentation:

Please list/describe supporting documentation attached:

I declare that the particulars given are true and correct.

Signature of student: _____ **Date:** _____

Please turn over...

2. Take the form to the HOD or designated nominee (eg. the Programme Convenor) for their overall recommendation and list all assessments/compulsory activities/deliverables affected by the intended short leave. If you are doing a BBusSci Act Sci this would be the Head of Actuarial Science, if you are doing a BCom Ecos & Finance it would be the School of Economics, if a BBusSci Finance with Accounting take it to the Dept of Finance and Tax etc.

3. Please then take the form to the relevant course convenors and ask them to sign to indicate their approval (or not) for the leave. The student and convenor are required to make alternative arrangements for any compulsory work that will be missed during the leave; this is to be noted on the table. The course convenor's signature indicates that this discussion has taken place and that the course convenor is satisfied with the arrangements made and will note them on the course records. The course convenor has the authority to approve or not approve alternative arrangements for missed work in their course, independent of the HoD/Programme Convenor recommendation.

HoD or nominee designated authority recommendation:	
Name _____	Signature: _____
Date: _____	Recommendation: <u>Approved/Not approved</u> (circle appropriate)
Comments (if any) _____	

Course Code	Nature of course activity affected and any alternative arrangement made	Course Convenor's name	Course Convenor's signature

4. The student must then return the completed form to the Departmental Manager (of the department referred to in (2) above. The Departmental Manager must give the student a copy of the completed form and must ensure that all relevant course administrators are informed of the outcome of the application and subsequent arrangements made. The Departmental Manager is required to store the original form and supporting documentation.