

THE HONG KONG POLYTECHNIC UNIVERSITY
DEPARTMENT OF APPLIED SOCIAL SCIENCES

Application for Leave of Absence

1. An APSS student who wishes to obtain approval for leave of absence on a temporary basis is required to complete 1 copy each of Form AS 8 and this form. (Form APSS 8)
 2. The duly completed forms together with valid documentary proof to support the application should be handed to the tutor if the student is absent from class and to the fieldwork supervisor concerned if the student is absent from fieldwork.
 3. If the period of absence affects both class and fieldwork, separate application has to be made to both the tutor and the fieldwork supervisor.
 4. The tutor/fieldwork supervisor, upon receiving and having commented on the leave of absence, is requested to pass the forms to the General Office of the Department for entry into the student's record/necessary follow up action.
 5. A student who has to be absent from class/fieldwork for a long period of time owing to sickness or other circumstances is advised to consult his/her tutor for guidance at the earliest opportunity.
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I. Personal Particulars

Name of Student : _____ Student No. : _____

Programme : _____ Mode : _____ Year : _____

Signature of Student : _____

II. Comments of Fieldwork Supervisor

Absence is * **recommended / not recommended / noted and recommended /
noted but not recommended** (*see note*)

Remarks : _____

Name of agency if the student is absent from fieldwork : _____

Name of Fieldwork Supervisor: _____

Signature of Fieldwork Supervisor: _____ Date: _____

* Please delete where inappropriate

Note : ‘recommended/not recommended’ is applicable to application made prior to the leave of absence whereas ‘noted and recommended/noted but not recommended’ is applicable to notification made after the leave of absence has been taken.