

IC Leave Application (except IC2133)

Please read the notes overleaf before completing this form. Please tick as appropriate.

For Student

Academic Year 20 ___ / ___

Intake Year 20 ___

I. Particulars of Student

Institution PolyU HKUST CUHK CityU HKCC OUHK Others: _____

Faculty/Department _____ Programme Code _____

Student Name _____ Year of Study Year 1 2 3 4

Student ID _____ Contact No. _____

II. Leave Details *(Use one application form for each workshop / IC Task)*

Subject Code _____ Component Code _____ IC Group _____

Module Code TM Workshop / IC Task _____

Date(s) of Leave _____ (dd-mm-yyyy)

Total Leave Durations _____ (day(s) / session(s) / hour(s)) Academic Week _____

Reasons Sickness *(medical certificate issued by registered practitioner is required)*
 with attachments

Others, please state the supporting reasons for this application
(supporting document and/or explanatory letter is/are required)
 with attachments

I, the undersigned, hereby declare that: (1) I understand that absence from IC classes must be made up **10 days** before subject result finalization deadline; (2) I understand that students who have not fully made up for their unapproved absence may result in subject failure; (3) I understand that students who have not fully made up for their absence, either approved or unapproved, may result in **academic award being withheld**; (4) I understand that IC will give students with approved leave the first priority when offering make-up places, students who are absent without approved leaves will be put on **waiting list** until 2 days before commencement of make-up session; (5) The information given in this application is correct to the best of my knowledge and belief; and (6) I consent to the making of any enquiries necessary for verifying and processing this application.

Signature _____

Date _____

For Student Affairs Officer (SAO)		For General Office (GO)	
Leave Endorsement	<input type="checkbox"/> Declined	Entered to System	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Approved with supporting document checked <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Justification		Remarks	
Signature of SAO <small>* Delete as appropriate</small>	(<i>Ir Jonathan Chung / Mr KH Kong</i>)*	Staff	
Date		Date	

IMPORTANT NOTES TO STUDENTS

Sick Leave

1. Retrospective approval of sick leave can be applied from IC Student Enquiry Counter after the sick leave has been taken. Such applications must be accompanied by a certificate from a registered medical practitioner.

Other leave

1. IC DO NOT normally approve other leaves from your scheduled IC study.
2. If you must take other leave, you must apply for leave at least 4 working days prior to the leave date by completing this form. You should fill in the form and approach the IC Student Affairs Officer (SAO) for approval.
3. The IC SAO are:



Ir Jonathan Chung

Tel: 2766 7602

Email: jon.chung@polyu.edu.hk

Location: W502e



Mr Kong Kang Hoi

Tel: 2766 7601

Email: kang.hoi.kong@polyu.edu.hk

Location: U401c

4. Leave applications **MUST** be accompanied by supporting documents. If you are not sure of what kinds of documents are sufficient for your case, you may seek the counsel of SAO, who will advise you what supporting documents or explanatory letters are needed. Please note that SAO's decisions in such matters are final.
5. Approved form should be submitted to the IC Student Enquiry Counter in person.
6. In the case that SAO declined your leave application but you determined to take the leave anyway, you should submit the declined form to IC Student Enquiry Counter in person for make-up arrangement.
7. Please note that absence from IC class, even with approval, must be made up. You are strongly advised to make up any such missed session(s) **10 days** before subject result finalization deadline. Once the subject result has been finalized and released, your make up will not be entertained. The IC Student Enquiry Counter will help you with the logistics.
8. Priority make-up places would be given to students who have obtained approved leaves. For students who are absent without approved leaves, they will be put on **waiting list** and their make-up classes can only be arranged and confirmed 2 days before commencement of make-up session(s).

Make-up Training

1. You should refer to the IC timetables which are posted on the notice board located in the podium of IC Building or the IC Website at <https://www.polyu.edu.hk/ic/study.html> for possible session(s) to make up the missed session(s).
2. Make-up missed session(s) can only be arranged at the IC Student Enquiry Counter in person.
3. The IC Student Enquiry Counter will issue a Make-up Training Attendance/Assessment Form for confirmation.
4. You should attend the make-up session(s) as scheduled and present the Student Copy of the Form to the IC Workshop Staff whom will sign it to certify your attendance.
5. The signed Student Copy of the Form should be submitted to the IC Student Enquiry Counter after the make-up session.
6. If you cannot attend the arranged make up session(s) as expected, you should inform the IC General Office as soon as practicable before the scheduled date(s) and make the alternative arrangements. Otherwise your absence from make-up session will be treated as absence without approval.
7. Students who have not fully made up for their absence, either approved or unapproved, may result in **academic award being withheld**.

Remarks:

The information you provided in this form, including any subsequent changes, will be used for the abovementioned application of the Industrial Centre only.