

IC Leave Application for Subject IC2133

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

For Student

Academic Year 20 ___ / ___

I. Particulars of Student

Faculty/Department	AAE	Programme Code	48401 / 48402
Student Name		Year of Study	Year 1
Student ID		Contact No.	

II. Leave Details

Subject Code	IC2133	Component Code		IC Group	
Date(s) of Leave					(dd-mm-yyyy)
Total Leave Durations	(day(s) / session(s) / hour(s))			Academic Week	
Reasons	<input type="checkbox"/> Sickness (<i>medical certificate issued by registered practitioner is required</i>) <ul style="list-style-type: none"> <input type="checkbox"/> with attachments <input type="checkbox"/> Others, please state the supporting reasons for this application <i>(supporting document and/or explanatory letter is/are required)</i> <ul style="list-style-type: none"> <input type="checkbox"/> 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 and disqualification in relevant Civil Aviation Department (CAD) training**; (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 Leave Approver		For General Office (AAE/IC)		
Leave Endorsement	<input type="checkbox"/> Declined <input type="checkbox"/> Approved with supporting document checked <input type="checkbox"/> Yes <input type="checkbox"/> No	Entered to System	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Make-Up Arranged	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Justification	_____ _____ _____	Remarks	_____ _____ _____	
Signature <small>* Delete as appropriate</small>	_____ (Dr. ZOU Fang-xin Frank)*	Staff	_____ _____	
Date	_____ _____	Date	_____ _____	

IMPORTANT NOTES TO STUDENTS

Sick Leave

1. Retrospective approval of sick leave can be applied from Interdisciplinary Division of Aeronautical and Aviation Engineering (AAE) after the sick leave has been taken. Such applications must be accompanied by a certificate from a registered medical practitioner.

Other leave

1. AAE DO NOT normally approve other leaves from your scheduled IC2133 classes.
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 Approver of AAE for approval.
3. The AAE Leave Approver is:



Dr. ZOU Fang-xin Frank
Assistant Professor, AAE
Tel: 3400 8066
Email: frank.zou@polyu.edu.hk
Location: QR826

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 Leave Approver, who will advise you what supporting documents or explanatory letters are needed. Please note that Leave Approver's decisions in such matters are final.
5. Approved/declined leave application form will be retained in AAE for record. The AAE will update IC for the approved leaves of students in due course.
6. Please note that absence from IC2133, even with approval, must be made up until the 90% attendance requirement is reached.
7. 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 Arrangement

1. The AAE will arrange necessary make-up sessions to students who have not fulfilled the 90% attendance requirement.
2. Students should attend the make-up session(s) as scheduled. If you cannot attend the arranged make up session(s) as expected, you should inform the AAE General Office as soon as practicable before the scheduled date(s) and make the alternative arrangements.
3. Students who have not fully made up for their absence, either approved or unapproved, may result in **academic award being withheld and disqualification in relevant CAD training**.

Remarks:

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