**Leave Application Form for Students of SFL**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | |  | Student number |  | Class | |  |
| Phone number | |  | Email address |  | Major | |  |
| Reason | | \* Note: A certificate issued by the hospital/doctor is required for sick leave. | | | | | |
| Time of leave | | from to | | | | | |
| Makeup plan | | | | | | | |
| Course | Makeups for assignments, exams or others missed tasks | | | | | Signature of the teacher | |
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The following should be filled out by the person in charge:

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| --- | --- | --- | --- |
| Approver |  | Date |  |

\*If approved, please submit the form to the Academic Affairs Office of SFL. The Academic Affairs Office and the student should hold one copy each.

Regulations:

1. Teachers are responsible for deciding how absent students should make up for their missed assignments or exams. Teachers do not need to assign makeup tasks or arrange other exams.
2. Note: The application for leave should be done in advance. In case of unexpected circumstances, students may submit the leave application form after the absence. Teachers are responsible for deciding how to deal with medical emergencies.
3. The written application is a requisite for the approval of absence. A certificate issued by the hospital or doctor is required for sick leave.
4. Absences of three days or less should be approved by the responsible of student affairs. Absences from one week to one month (excluding one full month) should be approved by the vice dean of SFL. Absences over one month should be approved by the Academic Affairs Office of SJTU with a formal submission written by the vice dean of SFL.