** KULLIYYAH OF LANGUAGES AND MANAGEMENT**

 **APPLICATION FOR LEAVE FROM LECTURE/ TUTORIAL**

Name : Matric. No :

Programme : Year :

Contact No. : Duration of Leave :

Date : (From : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Reason of absence (please state)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please attach any relevant document)

Heave you applied for short leave before? **Yes / No.** If yes, please state the reason and the period granted.

Course/s to be missed during the period:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Course Code | Course Title | Section | Name of Lecturer | Signature |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |

…………………………………………… .……………………………………….

 Student’s Signature Date

**FOR OFFICE USE**

**APPROVAL: To Be Completed by the Deputy Dean (Student Development & Community Engagement)**

The application for leave is:

 Approved Not Approved

Remarks (if any)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

…………………………………………………………….. .……………………………………….

Deputy Dean (Student Development and Date

Community Engagement)

c.c : Head of Department

 : All lecturers concerned

-------------------------(Tear Here)-------------------------------------------------------------------------------------------------

**KULLIYYAH OF LANGUAGES AND MANAGEMENT**

**APPLICATION FOR LEAVE FROM LECTURE / TUTORIAL**

(Student Copy)

**Student’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Matric no. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Duration of leave :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (From :\_\_\_\_\_\_\_\_\_\_\_\_\_ To : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

Your leave for the above matter has been APPROVED / NOT APPROVED \*

* Please select where appropriate