

Title	SOP for Application of Leave of Absence
Endorsement	KPGC 7/2025
Version No	1
Effective Date	3 September 2025

Responsibility	Flowchart	Remarks
<div>Student</div> <div>Department</div> <div>Deputy Dean (Postgraduate)</div> <div>PG Office</div>	<pre> graph TD     Start([Start]) --&gt; Request[Request for LOA (Student to fill up LOA Form)]     Request --&gt; Received{Received application form}     Received --&gt; Decision1{Decision ?}     Decision1 -- No --&gt; Approve{Approve ?}     Decision1 -- Yes --&gt; Approve     Approve -- No --&gt; Request     Approve -- Yes --&gt; Complete[Complete template UCPS report]     Complete --&gt; Submit[Submit to UCPS]     Submit --&gt; End([End])         </pre>	<div>Check:</div> <ul style="list-style-type: none"> <li>• Status of applicant (active/non-active)</li> <li>• Still in study period</li> <li>• Intended semester</li> <li>• Record of application</li> <li>• Attached the required evidence/ document</li> </ul> <div>Decide to recommend or not based on:</div> <ul style="list-style-type: none"> <li>• Medical reason</li> <li>• Other reason from applicant</li> </ul> <ul style="list-style-type: none"> <li>• Table in the KPGC Meeting</li> <li>• Fill up the final decision in the form</li> </ul> <ul style="list-style-type: none"> <li>• Transfer the information from the form to the template UCPS report</li> </ul> <ul style="list-style-type: none"> <li>• Submit together with the appeal report and complete application forms</li> </ul>