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

Responsibility	Flowchart	Remarks
Student	Start → Request for LOA (Student to fill up LOA Form)	
Department	Received application form → Decision ? (No / Yes)	Check: • Status of applicant (active/non-active) • Still in study period • Intended semester • Record of application • Attached the required evidence/ document Decide to recommend or not based on: • Medical reason • Other reason from applicant
Deputy Dean (Postgraduate)	Approve ? (No / Yes)	• Table in the KPGC Meeting • Fill up the final decision in the form
PG Office	Complete template UCPS report → Submit to UCPS → End	• Transfer the information from the form to the template UCPS report • Submit together with the appeal report and complete application forms