Faculty of Science
Application for Leave

> **Important: Students are strongly advised not to take leave during term time or examination periods, as it will adversely affect their performance**

1. Name of Student: ....

2. Home Address: ....

3. Telephone No.: ....

4. Registration No: .:............................... Index No.: ....

5. Stream: BS / PS / IS / MB : ....

6. Year of Study: ....

7. Study Programme: General / Special / 4 year General

   Molecular Biology & Biochemistry
   Industrial Statistics & Financial Mathematics
   Special Degree in.................................

8. Subject Combination: ....

9. Type of leave requested: Local / Overseas

10. Duration of leave: From: .... To: ....

11. State the reason briefly:...
....
....
....

12. If the leave is required to represent the Faculty, University, or the country, recommendation from the relevant authority:

....
Recommending Authority   Signature   Date
(Name and Official seal)

13. Number of Practical classes to be held during the leave period:

Subject Title	Subject No.	Observation of the Head of the Dept.	Signature of the Head of the Dept.

14. Number of lecture hours to be held during the leave period:

Subject Title & No.	No. of lecture hours	Observation of the Head of the Dept.	Signature of the Head of the Dept.

15. Number of Assignments to be held during the leave period:

Subject Title & No.	No. of assignments	Observation of the Head of the Dept.	Signature of the Head of the Dept.

16. Number of tutorial classes to be held during the leave period:

Subject Title & No.	No. of tutorial classes	Observation of the Head of the Dept.	Signature of the Head of the Dept.

17. Examinations / Tests to be held during the leave period:

Name of the Examinations / Test	Observation of the Head of the Dept.	Signature of the Head of the Dept.

....
Signature of the student   Date:

Students are advised to obtain signatures of Heads of Departments before submitting this form to the Dean's Office.

....
Recommendation of the Dean/Science: Date: ....

Faculty Board Approval: ....   Date: ....