

UNIVERSITY OF PRETORIA

Faculty of Engineering, Built Environment and Information Technology

APPLICATION FOR PERIOD OF LEAVE OF ABSENCE

NB: Closing date of applications for leave of absence is 30 May

Masters's and Doctoral students			
Student number			
Study programme			
Title			
Initials			
Surname			
Postal address			
Mobile phone			
Period of leave of absence		Months	Years
Student motivation(Reasons for absence, as well as intentions when studies will be resumed)			
Date of return			
Signature		Date	
Supervisor/Promoter			
Comments/Recommendations:			
Signature			
Head of Department			
Comments/Recommendations			
Signature		Date	
Dean			
Decision: Approved/Not approved			
Signature		Date	
In system			

Leave of absence

If it is impossible for a registered student at the University of Pretoria to continue with his/her studies/research in a specific year, but he/she intends to continue in the subsequent year, the student must apply in writing to the dean of the relevant faculty for **leave of absence**. The application must include: full names, student number, address, reasons and period for leave of absence, for example the whole year, first semester (January to June) or second semester (July to December), name of supervisor (where applicable), and the student's intentions for the period after his/her leave of absence. However, in accordance with the policy of the University of Pretoria, leave of absence is not granted for more than two years. Any outstanding fees should be paid in full upon the student's return from his/her leave of absence.

Students who are granted leave of absence do not have access to classes, the library or any other UP facility for the duration of the leave of absence. Where leave of absence has been granted, all courses for the period for which results have not been entered, will be withdrawn from the student's record. For postgraduate theses and dissertations, students are liable for re-registration fees for the year for which leave of absence was granted