澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

工商管理學院
Faculdade de Gestão de Empresas
Faculty of Business Administration

Ref No.

STUDENT'S LEAVE APPLICATION FORM
(FOR FBA UNDERGRADUATE STUDENTS)

Student Name		**Programme/ Major**	
Student No.	B-☐☐-☐☐☐☐-☐	**Macao Phone No.:**	
Leave Period	**From:** (DD / MM / YYYY)	**To:** (DD / MM / YYYY)	**Total No. of Days:**

Reason for Leave (Please ✓ the appropriate):

1. ☐ Sick Leave (Medical Proof must be attached)
2. ☐ Compassionate Leave (Letter or Proof must be attached)
3. ☐ Represent University of Macau / Macao SAR in Activity (Letter of Certification must be attached)

Other Reasons:

4. ☐ Please specify and attach Supporting Document(s): _____

Please Note:
- For reason 3, the application should be made before the leave is taken, otherwise, it would **not** be approved.
- For other reasons not listed as 1 − 3, leave applications may not be approved if the reason is considered a personal reason.

Application for leave from class(es) for the following course(s):

FBA Course(s):

No.	Course Code	Section
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Non-FBA Course(s):

No.	Course Code	Section	Agreement by Instructor(s) (Please ✓ and sign)		
			Agree	**Disagree**	**Signature**
1.					
2.					
3.					
4.					
5.					
6.					
7.					

- **This form must be submitted to FBA General Office with supporting document(s) and agreement of instructor(s) for non-FBA course(s).**
- **The application with insufficient supporting document(s) will not be considered.**
- **By signing this application, you declare that all the information given and documents enclosed are accurate and give permission to the University of Macau to contact outside organizations in order to verify the supporting document(s).**

Signature of Student: _____   Date of Submission: _____

For FBA Office Use Only	
Approval by Dean of FBA or Delegates ☐ Approve ☐ Disapprove _____ _____ Signature Date	**Remarks:** _____ _____ _____ **Informed student on:** / /

FBA/Form/008
Last Updated 01/05/2024