

The Standard Operating Procedure for Request for Leave

Format of Form

1. **MCB Form 604.** It is used when a student has enrolled in class.
2. **MCB Form 605.** It is used when a student does not take courses in normal semester periods or outside semester periods.

Requests for Leave

The MCB Forms 604 & 605 are designed for leave request. Students can get these forms in the MCB office or download them from the MCB website.

1. MCB Form 604:
The student should get the approval of the thesis advisor and the chair of student affairs for leave under 7 days. If more than 7 days, he/she also needs the MCB coordinator's approval.
The student is enrolled in courses, so he /she should get the approval of the course lecturers and course organizer. (Signatures or approval obtained by e-mail is acceptable).
2. MCB Form 605:
The student should get the approval of the thesis advisor and the chair of student affairs for leave under 7 days. If more than 7 days, he/she also needs the MCB program coordinator's approval.

! Approval of Leave

If the leave request is approved, the student should return the signed original to MCB office where it will be kept at all times to document the students' leave status. A photocopy will be forwarded to the student.

! Extension of Leave

If a student has to extend the leave period, he/she should fill in Form 605 and complete the process as described above.

! Stipend Suspension

If a student requests leave for more than 14 days, the TIGP stipend will be temporarily suspended until his/her return.

!Leave without permission

If a student leaves the class or lab without permission, his/her advisor will be informed.

If a student leaves without permission for more than one-fifth of a semester, the student candidature will be terminated based on the rules (chapter 2-4-27, # 2) of university.

Procedure of applying for leave

