

## **STUDENTS LEAVE POLICY**

As such no leave for students is authorized in NUST statutes or leave rules. However, keeping SADA peculiar requirements of juries and project submissions leave will be considered as under:-

1. Students are required to get the leave sanctioned in advance on prescribed leave form.
2. No student is allowed to leave the class room in anticipation.
3. It will be ensured that leave sanctioned does not bring the attendance below 75%, which is mandatory.
4. Leave will only be sanctioned in extreme emergencies i.e God forbid on death of some near relations or due to sickness of student etc.
5. For sick leave a medical certificate issued by a PMDC registered medical practitioner duly stamped and signed will be attached with leave application form.
6. Leave is not an alternate to attendance in the class. Student's presence will only be marked if he/she is physically present in the class.
7. DC Exam SADA has been empowered by the competent authority to sanction students leave.
8. Program coordinator will inform the concerned faculty member through personal interaction not through e-mail.
9. It will be responsibility of faculty to decide, whether the case is to be discussed in DBS/FBS or otherwise.
10. Un-necessary leave will be discouraged.
11. Students will not visit faculty office or class for getting signature of faculty.
12. Exam Branch will keep the record of students leave.
13. Amended leave application form is attached.

