

# BI-FUDAN MBA PROGRAMME

ASK FOR LEAVE		
Name	Student ID	Class

I hereby ask for leave from the following module/exam:

Course/exam number	Course/Exam name	Date
MBA		
MBA		

State your reason for not attending this course/exam:

☐ Business trip

If your job requires you to go on a business trip during a scheduled module, you have to provide a notice from your boss as early as possible before the module starts. **A business trip is not a valid reason for not delivering exams.**

☐ Pregnancy or other medical procedures

Absence due to pregnancy or a medical procedure needs be documented by a physician. The student needs to give notice in due time.

☐ Exchange

In cases of absence due to attending an exchange programme to other schools, the student needs to provide the following information:

1) Full name of the school 2) Course name 3) Course Description 4) Curriculum 5) Study Points

☐ Other reason:

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- If you are granted leave for a module, you are also exempted from the exam.
- Absence from an exam without legitimate reason will be considered **as an attempt at taking an exam**, see §3-5\* in the Academic Regulations. **It is only possible to take the same exam three times in total.**

Date	Signature by student

To be filled in by BI
Date received:
Approved (sign):

Please send a scanned copy to [quan.liu@bi.no](mailto:quan.liu@bi.no) . An application which is not signed or dated will not be considered.