



RHODES UNIVERSITY

FACULTY OF LAW - 2nd SEMESTER 2022

LEAVE OF ABSENCE APPLICATION FORM

Must be submitted within five (5) days, excluding Saturdays, Sundays and public holidays. Late LOA applications will not be taken into account.

I hereby offer reason(s) for not fulfilling course requirements i.e. lectures, practicals, tutorials, essays and assignments etc., and make application for a 'Leave of Absence':

Name: \_\_\_\_\_ Student Nr: \_\_\_\_\_

Date absent from: \_\_\_\_\_ To: \_\_\_\_\_

Type of LOA Requested:

Medical	<input type="checkbox"/>	Compassionate	<input type="checkbox"/>
Psychological	<input type="checkbox"/>	Sport	<input type="checkbox"/>
Traditional or Religious	<input type="checkbox"/>	Cultural	<input type="checkbox"/>
Health or Cultural Ceremony	<input type="checkbox"/>	Leadership	<input type="checkbox"/>

Reason for Absence: Attach relevant supporting documentation to the LOA form: \_\_\_\_\_

Details of course work Missed: Subject

Commercial Law 102	<input type="checkbox"/>	Company Law B	<input type="checkbox"/>	Administrative Law	<input type="checkbox"/>
Commercial Law 202	<input type="checkbox"/>	Criminal Law B	<input type="checkbox"/>	Ethics & Professional Responsibility	<input type="checkbox"/>
Introduction to Law	<input type="checkbox"/>	Law of Partnerships and Trusts	<input type="checkbox"/>	Law of Evidence B	<input type="checkbox"/>
Constitutional Law B	<input type="checkbox"/>	Public International Law	<input type="checkbox"/>	Law of Delict	<input type="checkbox"/>
Law of Persons	<input type="checkbox"/>	Law of Evidence A	<input type="checkbox"/>	Law of Succession and Admin of Estates	<input type="checkbox"/>
Law of Contract B	<input type="checkbox"/>	Legal Practice (2nd sem)	<input type="checkbox"/>	Competition Law	<input type="checkbox"/>
Legal Pluralism	<input type="checkbox"/>	Law of Agency, Ins & Cred Agreements	<input type="checkbox"/>	Constitutional Litigation	<input type="checkbox"/>
Law of Property B	<input type="checkbox"/>			Environmental Law	<input type="checkbox"/>
				Introduction to Conveyancing	<input type="checkbox"/>
				Law of Patents, Designs and Geographical Indications	<input type="checkbox"/>
				isiXhosa for Law	<input type="checkbox"/>
				Law of Tax and Estate Planning	<input type="checkbox"/>

Lecture	<input type="checkbox"/>	Tutorial	<input type="checkbox"/>	Assignment	<input type="checkbox"/>
Test	<input type="checkbox"/>	Other (give details below)	<input type="checkbox"/>		

Other details: \_\_\_\_\_

Address at Rhodes: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Application SUPPORTED by:

Name: _____	Phone number: _____
Designation: _____	Signature: _____
Email: _____	

For Head of Department

Leave of absence is hereby GRANTED  NOT GRANTED

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes

- A separate application should be submitted by the student directly to each department.
  - This form, duly completed, and SUPPORTED by the signature of the relevant authority as indicated in the Policy for Leave of Absence (LOA) Applications by Students (see back of form for details), should be presented to the Head of Department (HoD) whenever prescribed course requirements have been or are going to be missed.
  - If the HoD is satisfied with the explanation given, they will countersign that the LOA has been granted. The tear-off slip must be retained by the student while the form will be retained in the department (whether the LOA is granted or not).
- Without a counter-signature from the HoD the form does NOT grant a LOA. The granting of a LOA remains the prerogative of the HoD, and students are advised to familiarise themselves with Departmental regulations, specifically regarding penalties for not handing in assignments on the due date, not earning marks towards a class record, not writing tests or the June examinations, and not attending the required minimum number of tutorials, lectures or practicals.
- Work missed through absence at any time, for any reason, is the responsibility of the individual student. Formal LOA does not remove this responsibility.
  - Supporting documentation e.g. medical certificate should be attached if applicable.

Student Name: \_\_\_\_\_

Leave of absence is hereby GRANTED  NOT GRANTED

Dates: From \_\_\_\_\_ To: \_\_\_\_\_

Conditions (if any) are stated on the reverse side of this advice.

Signature: of HoD: \_\_\_\_\_ Date: \_\_\_\_\_

It is the responsibility of the student to retain this advice as PROOF of LOA being granted.