**ASK FOR LEAVE**

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Class</th>
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</table>

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

<table>
<thead>
<tr>
<th>Course/exam number</th>
<th>Course/Exam name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA</td>
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<tr>
<td>MBA</td>
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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:

  
  __________________________________________________________________________
  __________________________________________________________________________

- 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.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature by student</th>
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</table>

To be filled in by BI

Date received:

Approved (sign):

Please fax this form to 0086 21 65643557 or send a scanned copy to li.xin@bi.no. An application which is not signed or dated will not be considered.