

Guidelines for Leave of Absence for Doctor of Pharmacy Students

 To ensure the orderly process for pharmacy students applying for leave, the Faculty of Pharmacy has established the following guidelines for student attendance:

Type of Leave	Details	Absence Status	Score for the Missed Class (if applicable)
Sick Leave	No medical certificate from a hospital*	Absent	0 score
Sick Leave	With a medical certificate from a hospital*	Not Absent	100% of the full score, provided that the course head considers and arranges appropriate activities or assignments to compensate for the missed class's score.
Personal Leave	With reasonable justification, such as military conscription, severe illness or death of immediate family members, or approval from the Sub-committee to participate in faculty activities (which will not be considered an absence).	Not Absent	100% of the full score, provided that the course head considers and arranges appropriate activities or assignments to compensate for the missed class's score.
Personal Leave	Without reasonable justification	Absent	0 score

 **Note:** * Only medical certificates from government or private hospitals are accepted, but **"not"** including medical certificates from clinics.

 Students must attend at least 80% of the total class time. Students must also complete the leave application form and submit it to the course head and department head for their approval, before sending it to the Education Affairs system for further processing.



Approved by the Resolution of the Sub-committee Meeting No. 2/2566

Dated: February 22, 2566 (2023)