

Appendix D

Application Form for Leave of Absence During School Experience/Professional Practicum

Please complete and submit the Leave Application Form online via
https://sup.edu.hku.hk/LeaveApp_PP

Before applying for leave during School Experience (SE)/Professional Practicum (PP), student-teachers shall note the following guidelines and procedures. They must adhere to the leave policies and procedures of both the practicum school and the Faculty of Education.

Leave Guidelines	
i) Professionalism: punctuality & attendance	Student-teachers are considered full-time staff members of their practicum school during School Experience and Professional Practicum. They are expected to uphold high standards of professionalism including those related to punctuality and attendance, as outlined in the “Student-Teachers’ Professional Conduct and Behaviour” section of the School Experience and Professional Practicum Handbook (UG/PGDE FT) or Professional Practicum Handbook (MEd TCLL/TCSL) (available on the Programme Information site via Moodle).
ii) Leave for medical & non-medical reasons	Except in the event of illness or compelling circumstances, student-teachers are NOT expected to take leave during SE or PP. Permission for non-medical/personal leave may be granted on a case-by-case basis and only in exceptional circumstances such as unexpected events or compassionate reasons involving emergencies, death of a family member or unusual hardship. Requests for leave to attend a job interview or to sign a teaching contract (applicable to UG final-year, PGDE FT and MEd students) may be considered based on the specific circumstances of each case. Non-medical/personal leave will NOT be granted solely because a student-teacher has already made arrangements to be absent for reasons such as driving tests, vacations, weddings or ancestral worships (local or overseas). Students enrolled in an elite athlete programme may lodge a request for special consideration to participate in a competition. Student-teachers should contact their university-tutor as soon as practicable if they have any queries about leave permission.

iii) Length of leave	Any absence or early departure within the school's official hours will be regarded as leave, and approval must be sought from both the Faculty and the practicum school. For leave of absence lasting THREE CONSECUTIVE DAYS or more, student-teachers must apply in writing in advance or at the earliest opportunity to the Faculty first (Programme Coordinator (UG) / Methods Coordinator (PGDE FT) / Specialism Coordinator (MEd)). If approved, they should then seek approval from the Principal of their practicum school.
iv) Leave application	Student-teachers shall apply for leave as soon as practical. Whenever possible, early applications allow for better planning and timely alternative arrangements to minimise disruptions to school operations. Students should submit their leave application according to the procedures below together with supporting documents such as a medical certificate (sick leave) or relevant proof (non-medical/personal leave).
Leave Application Procedures	
i) Apply for leave from both the practicum school and the Faculty	NB: For sick leave, seek permission from the practicum school first and then inform the Faculty by completing the online Application Form for Leave of Absence. As for non-medical/personal leave, student-teachers shall complete the online Leave Application Form and obtain approval from the Faculty first before seeking permission from their practicum school. ☐ Apply for leave with your practicum school according to their guidelines and preferred communication methods (e.g. phone, email) to ensure your application is addressed promptly. If you have more than one mentor, you should notify all of your mentors as they may have to substitute your class(es) during your leave. ☐ Complete and submit the online Application Form for Leave of Absence. The submitted Form will be sent automatically via email to you and your Programme Coordinator(s) (UG) / Methods Coordinator(s) (PGDE FT) / Specialism Coordinator(s) (MEd). NB: In cases of emergencies or pressing situations, please call/text them immediately instead and complete the Leave Application Form online on the same day.

	• Please provide any supporting documents when completing the Application Form online. For medical leave, if you are unable to provide a medical certificate at the time of your application, ensure you submit it within three working days. • If a supervisory visit has been scheduled for the day of your leave, inform your University supervisor immediately. If you cannot reach your University supervisor, please contact the Programme Office for assistance (PGDE FT / BABEd (LangEd)-Chinese/English / BEdBSc / MEd). • Your Programme Coordinator(s) (UG) / Methods Coordinator(s) (PGDE FT) / Specialism Coordinator(s) (MEd) will review your leave application and inform you of your application outcome (e.g. approved, denied or pending further details).
ii) Return the signed Application Form online to the School-University Partnerships Office	Student-teachers shall obtain approval for their leave application from both the Faculty and their practicum school. After obtaining approval from both parties, you should: ☐ have the Principal/Practicum Coordinator sign the completed Application Form for Leave of Absence (which was sent to you via email when you submitted the form). For medical leave, students should submit to their practicum school the Leave Application Form and any supporting documents on the first day of their return. As for non-medical leave, submit them to their practicum school in advance whenever possible along with the Faculty's approval. ☐ return the Application Form signed by the Principal/Practicum Coordinator (and any supporting documents that haven't already been submitted) to the School-University Partnerships Office within three working days via this link: https://sup.edu.hku.hk/Submission_SignedLeaveForms Upon the Faculty's review of the signed Application Form and supporting document(s), these will serve as the formal record of leave approval, thereby finalising the application process.

Preview of Online Application Form for Leave of Absence during School Experience/Professional Practicum

Please complete and submit the Leave Application Form online via
https://sup.edu.hku.hk/LeaveApp_PP

I. Personal Particulars

- University no.:
- Student-teacher name:
- University email:
- Course:
- Practicum school:

II. Details of Leave of Absence/Early Leave

- Reason for leave: Sick leave (Please describe)/Non-medical leave (Please describe)
- Upload supporting document(s)
- Leave application details

Date	Time	Length of leave (e.g. 0.5 day, 1 day)	Classes affected (if applicable)	Mentor-Teacher(s) name

III. Declaration by Student-Teacher

I accept that the information provided will be used in matters relating to my application for leave of absence. As part of this exercise, it may be necessary to disclose details to internal departments authorised to process the information.

- Signature of Student-teacher:
- Date:

NB: Once you submit this Leave Application Form online, both you and your university-tutor will receive an automatic copy of it via email. If the Faculty approves your leave application, please retrieve the form (download as PDF) from your email and forward it to the principal/practicum coordinator of your practicum school for their sign-off/signature as formal approval of your leave application.

Then return the Leave Application Form signed by the principal/practicum coordinator to the School-University Partnerships Office within three working days via this link:

https://sup.edu.hku.hk/Submission_SignedLeaveForms

Upon the Faculty's review of the signed Application Form and supporting document(s), these will serve as the formal record of your leave approval, thereby finalising the application process.

IV. Sign-off/Formal Approval from Practicum School

(To be sought after you have submitted the Leave Application Form online and obtained approval from both the Faculty and your practicum school for your leave application.)

- Signature of Principal/Practicum Coordinator*:
- Name of Principal/Practicum Coordinator*:
- Date:

(* Please delete as appropriate)