



Royal University of Bhutan

འབྲུག་རྒྱལ་འཛིན་གཙུག་ལག་སློབ་མཁེ
དག་འདུ་ཚོང་རིག་མཐོ་རིམ་སློབ་གྲྭ།
Royal University of Bhutan
Gedu College of Business Studies
Gedu: Chukha



OUTSTATION LEAVE APPLICATION FORM

Name:.....Student No. (Full):.....

Course/Programme:.....Semester:.....Section:.....

Provost:.....Councilor:.....

Hostel:.....Room No. :.....Contact No.:.....

Purpose of leave (Be specific):

.....
.....

Destination:.....Date of leave: From...../...../.....to...../...../.....

Address of Parents/ Guardian: *Compulsory for Outstation Leave*

Name.....Place.....Contact No.....

Declaration: *I hereby declare that my travel beyond the college campus for the purpose stated in this application is at my own risk.*

Applicant's Signature

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OFFICIAL USE ONLY

(1) Leave approved with attendance (evidence attach

(2) Out of station ONLY without attendance

(Sign and Seal)

Remarks:.....

.....

Note: *The leave approving authority shall not be responsible for any academic assessment component missed out during your leave period from the college. It is the individual's responsibility to attend and complete the assessment component.*



Attendance Policy

1. Students are expected to attend all classes and college functions. Attendance requirement is 100%.
2. However, 10% has been relaxed to attend unavoidable personal circumstances (*eg. sick parents and relatives, funeral rites, annual rituals etc.*)
3. Student with less than 90% attendance by the end of semester will be notified and ask to leave the college after verifying attendance shortage by the Institute Academic Committee. They are allowed to repeat the semester permissible within the span period. A letter of the student concerned will be sent to their parents/guardian for information.
4. Student who is genuinely sick or on approved leave should submit all relevant documents to Office of Dean, Student Affairs within three days of joining the regular classes for onward submission to the Institute Academic Committee for consideration. It is the responsibility of student concerned to submit the documents.
5. For student with medical documents and approved leave letters, attendance will be calculated on the basis of number of classes he/she is supposed to attend during his/her leave as per the timetable.
6. Attendance will be published and displayed within the first week of the immediate following month. Should student find any mistake, correction be made immediately with the Exam Cell.