香港教育大學
The Education University of Hong Kong

Student-Athlete Learning Support and Admission Scheme (SALSA)
Leave Application Form

(For SALSA Student-Athletes Only)

Step 1 (For Student-Athletes)

Students should:
- seek endorsement from Course Lecturer(s) directly by hard copy with supporting documents;
- submit your application as soon as possible before the intended leave period to allow sufficient time for processing

Step 2 (For Student-Athletes)

Once the endorsement from Course Lecturer(s) is sought, students should submit the form to the Elite Athlete Development (EAD) Team in hard or scanned copy.

Step 3 (For Staff)

The EAD Team will then forward the form to the Faculty Office for further approval from Programme Leader/ Associate Programme Leader/ Subject Coordinator/ Year Coordinator.

Important Notes

For Student-Athletes:

1. Application submitted after the absence may not be considered unless valid justification is provided.

2. Students are required to seek endorsement directly from the Course Lecturer(s) with a hard copy of the form and supporting documents. Once the necessary endorsements are obtained, students should submit the completed form to the Elite Athlete Development (EAD) Team, either in hard copy or scanned copy. The EAD Team will then forward the form to the Faculty Office for further approval by the Programme Leader (PL), Associate Programme Leader (APL), Subject Coordinator (SC), or Year Coordinator (YC), as appropriate. Students will be informed of the decision within 2 weeks upon receipt of the completed form by EAD if his/her leave of absence is not approved by PL/APL/SC/YC. Notification of approval will not be issued.

3. Relevant supporting documents (e.g. competition schedule, medical certificate, invitation letters) must be attached to the application form for Course Lecturer(s)/PL/APL/SC/YC's consideration. Incomplete form (missing endorsements, signatures, or documents) will not be processed and will be returned to the student.

For Staff:

1. When Course Lecturer(s) consider giving support or not, please check whether such absence will affect the student's (1) completion of class test/ examination/ other assessment tasks of the relevant course; or (2) attainment in the relevant course and/or programme attendance requirement [if applicable].

2. If Course Lecturer(s) have concerns about the leave application, please contact the Elite Athlete Development (EAD) Team, and the EAD Team will further coordinate with lecturers and student-athletes if necessary.

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Name of student: _____ Student No.: _____

Programme Title / Programme Code: _____ Faculty: _____

Contact Phone No.: _____ Year of Study: _____

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Leave Details:

Course Code & Title	Date of Leave	Session Time		Reason for Leave	*to be completed by the course lecturer* *(please put a tick in the appropriate box.)*	*to be completed by the PL/APL/SC/YC* *(please put a tick in the appropriate box.)*
		From	To		☐ Agree ☐ Disagree Name: _____ Signature: _____	☐ Approve ☐ Not Approve Name: _____ Signature: _____
					☐ Agree ☐ Disagree Name: _____ Signature: _____	☐ Approve ☐ Not Approve Name: _____ Signature: _____
					☐ Agree ☐ Disagree Name: _____ Signature: _____	☐ Approve ☐ Not Approve Name: _____ Signature: _____

Other Supplementary Information: _____

I declare that all the information given above is accurate and complete.

Signature of Student: _____ Date: _____

Personal Information Collection Statement

1. The information collected from you will be used for considering your leave application. The collected data will be purged after you have successfully completed the programme.

2. Please note that it is mandatory for you to provide the personal data required, otherwise we might not process your application.

3. Your personal data captured might be transferred or shared with other unit(s) of EdUHK on need-to-know basis but will not be transferred to outside parties.

4. You have the right to request access to and correction of information held by us about you. If you wish to access or correct your personal data, please contact Information Centre - Student Records Service Desk by email (siec@eduhk.hk).

5. The University Privacy Policy Statement could be found at https://www.eduhk.hk/en/privacy-policy.

Contact Us

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