

Kindly reminder for students requesting leave:

International students studying at the NCNST should first fill the Leave Request Form of UCAS to initiate their application for leave. A leave shorter than one week can be approved by Graduate Students Office and a leave longer than one week should be approved by the institute. Applicants can take the leave if and only if their application is due approved by the concerned office.

The following points should be noted:

1. Under normal circumstance, a student has a one month vacation per each year accounting for winter and summer holidays. A leave request for more than 30 days should be accompanied by sound reasons and authentic evidences.
2. Leave exceeding 30 days without the approval of the institute will result in partial deduction of scholarships and suspension of enrollment.
3. By the end of the granted leave, students must report to the graduate office of the NCNST. Failure to report shall be considered as leave without authorization and hence case number-2 applies.
4. Sick leave requests have to be supported by medical certificates from recognized hospitals.
5. Students are advised to refrain themselves from asking casual leave requests and making unnecessary arguments over unauthentic evidences.