



Pakistan Institute of Development Economics

Quaid-i-Azam University Campus, Islamabad

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www.pide.org.pk

Semester Freeze/ Leave Application

Please read the following instructions and sign:

1. If you are not registering yourself for the current semester then you must apply for semester leave before the registration deadline.
2. The students are not allowed to freeze their first semester during coursework and any semester during dissertation / thesis research.
3. Students are not allowed to freeze semester more than twice during entire duration of the program.
4. Student can apply on prescribed form with payment of Rs. 10,000 (US\$ 300 for international students) for freezing of semester preferably prior to commencement of classes or within two weeks of the commencement of that semester.
5. However, under special circumstances students may apply for freeze of semester before the commencement date of midterm exams announced in the academic calendar. In such cases, the deposited fee shall not be reimbursed / adjusted and all of the registered courses for that semester shall be considered as withdrawn and has to appear on the result card with letter grade 'W' against each course.

Name: _____ Registration No: _____

Program:

- Ph.D
 MPhil/MS
 MSc

Department:

Give reasons for taking this semester leave: _____

Semester: Spring Fall Year: _____ Contact No: _____

For Department

Received by	Name : _____ Previously leave taken in the semester(s): Spring <input type="checkbox"/> Fall <input type="checkbox"/> Year: _____ Signature: _____ Date: _____
Head of Department	
Recommended <input type="checkbox"/>	Name: _____
Not Recommended <input type="checkbox"/>	Signature: _____ Date: _____
Dean	
Recommended <input type="checkbox"/>	
Not Recommended <input type="checkbox"/>	Signature: _____ Date: _____
(Comments if any)	

For Acad Office

Assistant Registrar (Acad) (Comments if any)	
Registrar	