

# 國立中興大學學生請假單

## NCHU Student Leave Request Form

申請日期：      年      月      日  
Request Date: M \_\_\_\_\_ D \_\_\_\_\_, Y \_\_\_\_\_

系級班別 Department	時間 Duration of Leave	年 月 日 ~ 年 月 日	導師 Advisor	
		From M _____ D _____, Y _____ To M _____ D _____, Y _____	系教官 Department Military Training Instructor	
姓名 Name	假 別 Type of Leave	<input type="checkbox"/> 事假 Personal Leave <input type="checkbox"/> 病假 Sick Leave <input type="checkbox"/> 生理假 Menstrual Leave <input type="checkbox"/> 公假 Official Leave <input type="checkbox"/> 產前假 Pre-maternity Leave <input type="checkbox"/> 娩假 Maternity Leave <input type="checkbox"/> 流產假 Miscarriage Leave <input type="checkbox"/> 陪產假 Paternity Leave <input type="checkbox"/> 喪假 Bereavement Leave <input type="checkbox"/> 原住民歲時祭儀假 Ritual and Festival Leave for Indigenous People.	系所主管 Head of Department (Institute)	
學 號 Student ID			創產學院院長 Dean of School of Innovation and Industry Liaison	
事 由 Reason			學務長 Dean of Student Affairs	
證明文件 Proof or Document			教務長 Dean of Academic Affairs	

節次 Session	星期 Day	一 Mon.	二 Tue.	三 Wed.	四 Thu.	五 Fri.
1	科目 course					
	授課教師 Instructor					
2	科目 course					
	授課教師 Instructor					
3	科目 course					
	授課教師 Instructor					
4	科目 course					
	授課教師 Instructor					
5	科目 course					
	授課教師 Instructor					
6	科目 course					
	授課教師 Instructor					
7	科目 course					
	授課教師 Instructor					
8	科目 course					
	授課教師 Instructor					
9	科目 course					
	授課教師 Instructor					

※ 准假權責：

- 一至二日：由授課教師核定。(大一週會由系教官核定，請假單請送交生輔組；全校運動會由導師核定，請假單請送交系所存查)。
- 三至五日：由授課教師→導師核定。
- 六至十五日：由授課教師→導師→系所主管核定。
- 十六(含)日以上：由授課教師→導師→系所主管→學務長→教務長核定。創新產業推廣學院學生由創新產業推廣學院院長核定。

Student leave must be approved by the persons as follows.

1. Leave of 1~2 days: approved by the course instructor. (Leave for Freshmen Assembly must be approved by the department military training instructor. Please submit the form to the Division of Student Life after completing the process. Leave for school sports day must be approved by the advisor. Please submit the department or institute after completing the process)
2. Leave of 3~5 days: approved by the course instructor and advisor.
3. Leave of 6~15 days: approved by the course instructor, advisor, head of the department or institute.
4. Leave of more than 16 days: approved by the course instructor, advisor, head of department or institute, dean of student affairs, and dean of academic affairs. Students of School of Innovation and Industry Liaison should get the approval of the school dean.

※ 請假單依核假權責進行核定後，須送交課務組始完成請假程序。

Upon approval, the original request form shall be submitted to the Curriculum Division.