

國立中興大學學生請假單 National Chung Hsing University Student Leave Request Form

申請日期 Request Date: 年 Y _____ 月 M _____ 日 D _____

系所 Department		請假 日期 Duration of Leave	起日 From 年 Y _____ 月 M _____ 日 D _____ 迄日 To 年 Y _____ 月 M _____ 日 D _____	導師 Advisor	
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. 心理健康假 Mental Health Leave (請使用線上請假系統 only be used NCHU Online Student Leave System)	系所主管 Head of Department (Institute)	
學號 Student ID				學務長 Dean of Student Affairs	
事由 Reason				教務長 Dean of Academic Affairs	
證明文件 Proof or Document					

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

※ 准假權責 Student leave must be approved by the persons as follows.

1. 一至二日：由授課教師核定。(全校運動會由導師核定，請假單請送交系所存查)。

Leave of 1~2 days: approved by the course instructor. (Leave for school sports day must be approved by the advisor. Please submit the department or institute after completing the process)

2. 三至五日：由授課教師→導師核定。

Leave of 3~5 days: approved by the course instructor and advisor.

3. 六至十五日：由授課教師→導師→系所主管核定。

Leave of 6~15 days: approved by the course instructor, advisor, head of the department or institute.

4. 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。

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.

※ 請假單經核定後，請送交課務組(日間部學生)、進修學士班教務辦公室(進修學士班學生)始完成請假程序。

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

※ 本人已明瞭本校最新版本個人資料隱私權政策聲明，並同意本校揭露與使用申請資料於學生請假相關業務。

I understand the latest version of the school's Personal Data Privacy Policy Statement and agree to the school's disclosure and use of the requested information for the purpose of student leave application.

Applicant's Signature: _____