|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **國立中興大學學生請假單**  **申請日期： 年 月 日** | | | | | |
| **系級班別** |  | **時　間** | **年 月 日~ 年 月 日** | **導　師** |  |
| **系教官** |  |
| **姓　名** |  | **假　別** | **□事　假 □病　假 □生理假**  **□公　假 □產前假 □娩　假**  **□流產假 □陪產假 □喪　假**  **□原住民歲時祭儀假**  **心理健康假(請一律使用線上請 假系統)** | **系所主管** |  |
| **學　號** |  | **學務長** |  |
| **事　由** |  |
| **教務長** |  |
| **證明文件** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **節次** | **星期** | **一** | **二** | **三** | **四** | **五** |
| **一**  **(A)** | **科目** |  |  |  |  |  |
| **授課教師** |  |  |  |  |  |
| **二**  **(B)** | **科目** |  |  |  |  |  |
| **授課教師** |  |  |  |  |  |
| **三**  **(C)** | **科目** |  |  |  |  |  |
| **授課教師** |  |  |  |  |  |
| **四**  **(D)** | **科目** |  |  |  |  |  |
| **授課教師** |  |  |  |  |  |
| **五** | **科目** |  |  |  |  |  |
| **授課教師** |  |  |  |  |  |
| **六** | **科目** |  |  |  |  |  |
| **授課教師** |  |  |  |  |  |
| **七** | **科目** |  |  |  |  |  |
| **授課教師** |  |  |  |  |  |
| **八** | **科目** |  |  |  |  |  |
| **授課教師** |  |  |  |  |  |
| **九** | **科目** |  |  |  |  |  |
| **授課教師** |  |  |  |  |  |
| * 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。   * 請假單依核假權責進行核定後，須送交**課務組**(日間部學生)**、進修學士班教務辦公室-綜合大樓1樓107室**(進修學士班學生)始完成請假程序。 * **本人已明瞭本校最新版本個資隱私權政策聲明，並同意本校揭露與使用申請資料於學生請假相關業務。**   **申請人簽名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **National Chung Hsing University Student Leave Request Form**  Request Date: M D , Y | | | | | |
| Department |  | Duration of Leave | From M D ,Y  To M D ,Y | Advisor |  |
| Department Military Training Instructor |  |
| Name |  | Type of Leave | □ Personal Leave  □ Sick Leave  □ Menstrual Leave  □ Official Leave  □ Pre-maternity Leave  □ Maternity Leave  □ Miscarriage Leave  □ Paternity Leave  □ Bereavement Leave  □ Ritual and Festival Leave for  Indigenous People.  Mental Health Leave(only be used NCHU Online Student Leave System ) | Head of Department (Institute) |  |
| Student ID |  |
| Dean of Student Affairs |  |
| Reason |  |
| Dean of Academic Affairs |  |
| Proof or Document |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Session | Day | Mon. | Tue. | Wed. | Thu. | Fri. |
| 1 | Course |  |  |  |  |  |
| Instructor |  |  |  |  |  |
| 2 | Course |  |  |  |  |  |
| Instructor |  |  |  |  |  |
| 3 | Course |  |  |  |  |  |
| Instructor |  |  |  |  |  |
| 4 | Course |  |  |  |  |  |
| Instructor |  |  |  |  |  |
| 5 | Course |  |  |  |  |  |
| Instructor |  |  |  |  |  |
| 6 | Course |  |  |  |  |  |
| Instructor |  |  |  |  |  |
| 7 | Course |  |  |  |  |  |
| Instructor |  |  |  |  |  |
| 8 | Course |  |  |  |  |  |
| Instructor |  |  |  |  |  |
| 9 | Course |  |  |  |  |  |
| Instructor |  |  |  |  |  |
| * 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.  * Upon approval, the original request form shall be submitted to the Curriculum Division.   Applicant’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |