

# 國立中央大學學生請假單 Leave of Absence Application (1040320 修正)

學年度 Academic Year		學期 Semester		申請時間 Application Date		年 Y 月 M 日 D	
系 級 Department		學號 Student No.		姓 名 Name			
類 別 Type		<input type="checkbox"/> 公假 official affairs <input type="checkbox"/> 事假 personal leave <input type="checkbox"/> 喪假 funeral leave <input type="checkbox"/> 病假 sick leave <input type="checkbox"/> 產假 maternity leave <input type="checkbox"/> 生理假 Menstrual Leave <input type="checkbox"/> 婚假 Marriage Leave					
請假事由 Reason							
證明文件 Proof							

項次	學生請假迄止日期時間 Student Absent Time						
1	自__月__日__時到__月__日__時止 From __M__D__H To __M__D__H			2	自__月__日__時到__月__日__時止 From __M__D__H To __M__D__H		

合計請假天數 Total of Absent Days/Hours	自__月__日至__月__日 計__日__時 計__節 From __M__D To __M__D Total __Days __Hours __Periods		
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請假之課程節次 Absent class period & 任課老師簽名 (Signature of Instructor)									
編號 No	課程 Course	星期 Day	節次 Period	任課老師簽名 Instructor's signature	編號 No	課程 Course	星期 Day	節次 Period	任課老師簽名 Instructor's signature
1					6				
2					7				
3					8				
4					9				
5					10				

會核.審查簽章 Approval					
教務處 Office of Academic Affairs 課務組 Curriculum Division (學期考試 final exam)		國際處 Office of International Affairs (國際學生請假 for International Students only)		本校各單位 Primary Unit of NCU (公假簽證) Official Leave Certificate	

准假權責 Permission of school authority					
導師核假 Advisor (3日內 Within three days)		系主任核假 Department Chairman (7日內 Within one week)		學務長核假 Dean of Student Affairs Office (8日以上 More than one week)	

生輔組(查核登錄) Student Services and Dormitory Division (examination check)

..... 學生請假證明 Leave of Absence Certificate kept by student .....

\_\_\_\_\_學院 College \_\_\_\_\_系 Department \_\_\_\_\_年級 Level \_\_\_\_\_班 Class 學號 Student No. \_\_\_\_\_

學生 Name \_\_\_\_\_因 for 公 official leave 事 personal leave 喪 funeral leave

病 sick leave 產假 maternity leave 生理假 Menstrual Leave 婚假 Marriage Leave

自 From \_\_月 M\_\_日 D 起至 To \_\_月 M\_\_日 D 止，共計 Total \_\_日 Days 合計\_\_節 period 業經

核准給假 is allowed to have permission for absence.

**學務處生活輔導組**

Student Services and Dormitory Division, Student Affairs Office

簽證 年 Y 月 M 日 D

## 學生請假注意事項 Leave of Absence Notice

1.依本校「學生請假規則」第五條規定 According to the fifth article of 「Leave of Absence rule」：  
一、學生請假應事先辦理，必要時得委託他人代辦；通訊請假以郵戳日期為憑。

Leave of absence should be completed in advance, an agent could be acceptable in unavoidable situation. The date of table by postal would be decided in the date of postmark.

二、學生請假應檢附證明文件及請假單（請假單請至學務處生輔組領取或至生輔組網頁下載）。  
符合第三條第一項第三款公假之條件者，應檢附簽奉核可之公文或簽呈。

Students who apply for leave of absence should submit the documents and the application form (can be downloaded from the website of “Student Service and Dormitory Division” or get from “Student Service and Dormitory Division”).The application which is corresponded to the third article of the school law, should be attached with the official documents or the certifications.

三、因不可抗拒之重大事故，得補請假。

Owing to the unavoidable and significant events, the applications can be applied afterward.

四、請假批准後，正聯由生輔組存查，附聯由學生留存以為請假證明之用。

After the applications have been approved, Student Services and Dormitory Division and applicant will both hold the form for the proof of applying for absence.

2.請病、事、公、喪、產假者 Students who apply for leave of absence：

三日內：導師(核准)→生輔組(登錄)

Within three days: Get the approval from “Advisor” and “Student Service and Dormitory Division.”

七日以內：導師(核轉)→系主任(核准)→生輔組(登錄)

Within one week：Get the approval from “Advisor”, “Department Chairman” and “Student Service and Dormitory Division”

八日以上：導師(核轉)→系主任(核轉)→學務長(核准)→生輔組(登錄)

More than one week：Get the approval from “Advisor”, “Department Chairman”, “Dean of Student Affairs Office” and “Student Service and Dormitory Division”

3.請假經導師核准後，於上課前由學生知會任課教師(若因病假無法於上課前知會任課教師，可於事後通知)，惟請假日期涉及考試時，尚須會教務處辦理後，送經核假權責人核准。

Students have to get the approval from “Advisor”, and notify the instructors before attending class. (Due to leave of sickness, students can notify the instructors afterwards.) Only during midterm or final exam, students need to apply to the request from Office of Academic Affairs and get the approval from the administrator.

4.國際學生(含僑生、外籍生、交換生等)，請假四日以上應先經國際事務處核備。

International Students (including overseas Chinese students, foreign students, exchange students, etc.) have to inform Office of International Affairs about the leave of absence.

5.依本校學則第廿七條之規定，學生因【公假】、【學生懷孕、生產或哺育三歲以下子女之照顧】、【重病】、【配偶或二親等內親屬親喪事故】、【臨時發生不可抗拒之變故】等情形不能參加學期考試者，必須提出證明向學務處請假，並須經教務長之核准，方得補考，補考成績依實際成績計算。

According to the 27<sup>th</sup> article of school law, student who is absent from exam because of 「official leave」, 「student pregnancy, labor or the nursing care of children under the age of three」, 「serious diseases」, 「funeral of lineal relatives and marital mate of students」, 「irresistible event」, have to get the approval from the Student Affair Office and Dean of Academic Affairs, then, the make-up exam is allowed to take.

6.請假種類及條件：

(1)病假：四日以上者，應檢附醫療（院）證明(收據或其他足以證明之文件)。

Leave of sickness: Submit the certificate of sickness when the absence is more than four days.

(2)事假：四日以上者，未成年學生須有家長或監護人函件或其他相關證明。

Leave of affairs: Submit certificates of parents or guardians or other certificates when the absence is more than four days.

(3)公假：

1.代表學校者或辦理全校性活動經輔導單位人員及主管簽核之公假證明。

2.有關兵役事項，有兵役單位之證明文件者。

3.具原住民族身分之歲時祭儀一日假(依行政院原住民族委員會公告之所屬族群歲時祭日)，須檢附戶籍謄本、戶口名簿或政府機關所開具之證明文件。

Leave of official affairs：

1. Approval or signature of school administration or the activity manager

2. Military services

3. Aboriginal students who participate in the special festival(According to the rules of Council of Indigenous Peoples, Executive Yuan ) should also submit the Household Register Transcript, Booklet of each registered residence or other approved documents from the government.

(4)喪假：學生或其配偶之直系親屬及學生之同胞兄弟姊妹喪葬，需檢附死亡證明或訃聞。

Leave of funeral: A certificate of death is necessary.

(5)產假：需檢附醫院證明或出生證明，陪產假另需檢附身分證影本或足資證明關係之文件。

Leave of maternity: A certificate of maternity is necessary. Paternity leave is acceptable when the photocopy of ID card or other documents that can prove the relationship are attached.

(6)婚假：需檢附請柬或戶政機關登記證明。

Marriage Leave：Enclosed Wedding Invitation or Household registration certificate authority.

7.餘請依本校「學生請假規則」辦理。

Please read [Leave of Absence Rules] for further notices that are not mentioned here.