# 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\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **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 |  |
| **系所主管**  Head of Department (Institute) |  |
| **姓名**  Name |  | **假別**  Type of Leave | * **事假**Personal Leave * **病假**Sick Leave * **生理假**Menstrual Leave * **公假**Official Leave * **產前假**Pre-maternity Leave * **娩 假**Maternity Leave * **流產假**Miscarriage Leave * **陪產假**Paternity Leave * **喪 假**Bereavement Leave * **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 ) |
| **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 |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **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。(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)。

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)

1. 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.

1. 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.

1. 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。  
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: