



學生請假申請表
STUDENT LEAVE APPLICATION FORM

注意事項 NOTES

- 有關請假之規定，請參閱最新學年學生手冊之「學業規則」。With regard to the Regulations for Leave of Absence, please refer to the sections on “Rules and Regulations for Study” in the latest Student Handbook.
- 大學保留修訂及闡釋上述規定的一切權利。The University reserves all rights and privileges in amending and explaining the above regulations.

I. 學生個人資料 PARTICULARS OF STUDENT

學生姓名 : _____ 學生編號 : - -

學院 : _____ 課程 : _____ 專業 : _____ 聯絡電話 : _____

Faculty : _____ Program : _____ Major : _____ Contact No. : _____

Year, Semester : _____

II. 請假申請 APPLICATION FOR LEAVE

| 請 假 科 目 Courses applied for Leave | | | | 請 假 內 容 Details for Leave | | | 校方專用 FOR OFFICE USE ONLY | | | | | |
|--------------------------------------|----------------------|-------------|-----------------|------------------------------------|-----------------------------|-----------------------------------|--|---|---------------|--------------------|-----------------|-------------------|
| 科目編號 Course Code | 科目名稱 Course Title | 班別 Class | 授課教師 Teacher | 請假日期 Date of Leave (YYYY/MM/DD) | 請 假 原 因 Reason for Leave | 相 關 證 明 文 件 Relevant Documents | 學院/通識教育部人員意見及簽署 Signed by Staff of Faculty /DGE | 學院院長/通識教育部主任批核及簽署 Signed by Dean / DGE Officer | 同 意 Agreed | 不 同 意 Disagreed | 批 准 Approved | 不 批 准 Rejected |
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備註 Remarks : 1. 請假科目如涉及學院及通識教育部必須各填寫申請表格並分別遞交至相關辦公室。Two separate application forms should be completed and submitted respectively if both Faculty courses and DGE courses are involved.
2. 批核結果將於申請文件收妥後三個工作天內透過校園電子郵件通知學生。Students will be notified of the results via MUST Webmail within 3 working days from receipt of all required documentation.

學生簽名 : _____ 日期 : _____

Student's Signature : _____ Date : _____

校方專用 FOR OFFICE USE ONLY

學院辦公室/通識教育部 : 已電郵通知學生相關結果
Faculty/ DGE Office : Student has been notified of results by email

(批准)已電郵通知教師相關結果
 (Approved) Lecturer has been notified of results by email

負責人簽名 : _____ 日期 : _____
Authorized Signature : _____ Date : _____

負責人簽名 : _____ 日期 : _____
Authorized Signature : _____ Date : _____