

# 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

系級班別 Department		時間 Duration of Leave	From _____Y_____M_____D	導師 Advisor	
			To _____Y_____M_____D	系教官 Department Instructor	
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. <input type="checkbox"/> 心理健康假 (僅限使用 NCHU 線上學生請假系統) Mental Health Leave (Only be used NCHU Online Student Leave System )	系所主管 Head of Department (Institute)	
學 號 Student ID				創產學院 院長 Dean of International College of Innovation and Industry Liaison	
事 由 Reason				學務長 Dean of Student Affairs	
證明文件 Proof or Document				教務長 Dean of Academic Affairs	

節次 Session	星期 Day	Mon.	Tue.	Wed.	Thu.	Fri.
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1	科目 Course					
	授課教師 Instructor					
2	科目 Course					
	授課教師 Instructor					
3	科目 Course					
	授課教師 Instructor					
4	科目 Course					
	授課教師 Instructor					
5	科目 Course					
	授課教師 Instructor					
6	科目 Course					
	授課教師 Instructor					
7	科目 Course					
	授課教師 Instructor					
8	科目 Course					
	授課教師 Instructor					
9	科目 Course					
	授課教師 Instructor					

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※ 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)。  
Leave of 1~2 days: Approved by the instructor. (Freshman Weekend will be approved by the departmental instructor; leave form should be sent to the student life division).
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。創新產業推廣學院學生由創新產業推廣學院院長核定。  
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.

※ 請假單依核假權責進行核定後，須送交課務組始完成請假程序。Upon approval, the original request form shall be submitted to the Curriculum Division.