

長榮大學 華語文教育中心 學生請假單

Leave of Absence Application

申請時間 Application Date: 年 Y 月 M 日 D		*Will you leave the country during the absent time? <input type="checkbox"/> No <input type="checkbox"/> Yes	
姓名 Name		學號 or 護照號碼 St No. or Passport No.	
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"/> 其他 others		
請假事由 Reason			
證明文件 Proof			
學生請假時間與課程節次明細 Absent time and class list			
項次	請假迄止日期時間 Absent time	請假之課程節次 Absent class period	
1	自__月__日__時 至__月__日__時 From __M__D__period To __M__D__period	週 week__第__~__節 period、週 week__第__~__節 period 週 week__第__~__節 period、週 week__第__~__節 period	
2	自__月__日__時 至__月__日__時 From __M__D__period To __M__D__period	週 week__第__~__節 period、週 week__第__~__節 period 週 week__第__~__節 period、週 week__第__~__節 period	
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		
任課老師簽名 (Signature of Instructor)			
編號 No	課程 Course	任課老師 Instructor	任課老師 Instructor
1			
2			
3			
會核.審查簽章 Approval			
華語文教育中心 (課務) Chinese Language & Culture Center		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 CJCU (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)		中心主任核假 Director of Chinese Language & Culture Center (7 日內 Within one week)	部主任核假 Dean of School of Liberal Art Education(8 日以上 More than one week)

(107.02.26 修正)

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

華語文教育中心(查核登錄) Chinese Language & Culture Center (examination check)

學生 Name_____ (學號 Student No. or Passport No._____) 因 for 病 sick leave
事 personal leave 公 official leave 喪 funeral leave 產假 maternity 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.

華語文教育中心
Chinese Language & Culture Center
簽證 年 Y 月 M 日 D

學生請假注意事項 Leave of Absence Notice

1. 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.
2. 學生請假應檢附證明文件及請假單（請假單請至華語中心索取或至網頁下載）。
Students who apply for leave of absence should submit the documents and the application form (can be downloaded from the website of “Chinese Language & Culture Center” or get from Chinese Language & Culture Center Office).
3. 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.
4. 請假批准後，正聯由華語中心存查，附聯由學生留存以為請假證明之用。
After the applications have been approved, Chinese Language & Culture Center and applicant will both hold the form for the proof of applying for absence.
5. 請病、事、公、喪、產假者 Students who apply for leave of absence：
三日內：導師(核准)→華語中心(登錄)
Within three days: Get the approval from “Advisor” and “Chinese Language & Culture Center.”
七日以內：導師(核轉)→中心主任(核准)→華語中心(登錄)
Within one week: Get the approval from “Advisor”, “Director of Chinese Language & Culture Center” and “Chinese Language & Culture Center”
八日以上：導師(核轉)→中心主任(核轉)→部主任(核准)→生輔組(登錄)
More than one week: Get the approval from “Advisor”, “Director of Chinese Language & Culture Center”, “Dean of School of Liberal Art Education” and “Chinese Language & Culture Center”
6. 請假核准後，學生應於上課前知會該課程之任課教師，若因病假無法上課前知會任課教師，可於事後通知。
Students have to get the approval and notify the instructors before attending class. Due to leave of sickness, students can notify the instructors afterwards.
7. 國際學生(含僑生、外籍生、交換生等)請假，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.
8. 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：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。
Leave of official affairs: Approval or signature of school administration or the activity manager
 - (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.
9. 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.