

建國科技學大學生課業請假單

Student Leave Application for Lessons in ChienKuo Technology University

班別 Class		假別 Type of Leave : <input type="checkbox"/> 事 Personal <input type="checkbox"/> 病 Sick <input type="checkbox"/> 喪(附證明) Bereavement(with attached evidence) <input type="checkbox"/> 產假(附醫生證明) Maternity(with medical evidence) (兵役、公假單用其他格式) Military service & Official leave, please use other forms		核 批 Examine & Approve		
學號 Student No.				導 師 Advisor 一日以內 One day only	國合處 Office of International Affairs	系 教 官 Military Instructor 集會、喪假及二日以上 Meeting, Bereavement Leave & More than two days (在教學大樓 113) Room 113, Educational Building
姓名 Name						
月 Month	日 Day	星期 Week	節 次 Session	合計 Total		
		一 One	1234N56789ABCDEFG	共 節 Number of Session		
		二 Two	1234N56789ABCDEFG		生輔組組長 Section Chief, Guidance & Life Counseling 三日以上 More than three days (在教學大樓 112) Room 112, Educational Building	
		三 Three	1234N56789ABCDEFG		學務長 Director of Student Affairs 五日以內 No more than five days	
		四 Four	1234N56789ABCDEFG		校 長 President 五日以上 More than five days	
		五 Five	1234N56789ABCDEFG			

第二聯：家長存查(備查)

附註：1. 一週一張，不得跨週使用，塗改無效。

Each student fill out one form only in each week. The form is valid within one week without any revision.

2. 二日(含)以上病、事假需準備請假證明一份。

Those who ask for two or more days of sick / personal leave need to prepare one copy of evidence.

3. 核批完後第一聯擲交教學大樓 111 資料處理室

Once the leave application approved, the first page of leave application form should be submitted to Information Processing Office located in Room 111, Educational Building.

4. 學籍在進修部之學生請至進修部填假單，否則無法輸入作業。

Those who enroll in night division please fill out the application form in night division, otherwise the application cannot be processed.

※只寫運動會或校慶、畢業重大集會日期： 年 Year 月 Month 日 Day (星期 Day of Week) 上午 Morning 下午 Afternoon

Fill out the date of athletic meeting, school anniversary, or graduation ceremony

建國科技大學日間部學生公假申請單							
Official Leave Application Form - Students of Day Division in ChienKuo Technology University							
事由 Reasons for Taking Leave							
時間 Time	年 Year	月 Month	日 Day	第 節至第 節 from Session to Session	共 節 Total session (s)		
	<input type="checkbox"/> (不含 N 節) Session N not included			<input type="checkbox"/> (含 N 節) Session N included			
系別班級 Department/Class	學 號 Student No.	姓 名 Name	導師簽名 Advisor	系別班級 Department /Class	學 號 Student No.	姓 名 Name	導師簽名 Advisor
(上述學號與姓名要對應同一人) The student number and name should be in consistent with each other 填表人及手機 Applicant&Cellphone No.	指導老師 Advisor	國合處 Office of International Affairs	活動負責單位 (組長或系主任) Department in charge of the Activity (Section Chief or Director)	生活輔導組長 Section Chief, Guidance and Life Counseling (在教學大樓 112) Located in Room 112, Educational Building	學生事務長 Director of Student Affairs (在活動中心 1F) Located in 1st floor, Student Activity Center		
手機: Cell Phone No.							

備註：1. 學籍在進修推廣部之學生請至進修部填假單，否則無法輸入作業。

Those who enroll in night division please fill out the leave application form in night division, otherwise the application cannot be processed.

2. 請導師協助知會貴班授課老師

The advisor please help to notify the instructor in each class.

建國科技大學日間部學生更缺曠課正申請表

Revisions of Absence from Lessons in Day Division, ChienKuo Technology University

班 級：_____ 技（專） _____ 系 _____ 年 _____ 班
Class Four/Two year program Department Year of study Class

學 號：_____ .
Student No.

姓 名：_____ .
Name

缺曠課更正日期：於 _____ 年 _____ 月 _____ 日 第 _____ 節至第 _____ 節 曠課 _____ 小時
Date of revision Year Month Day from session to session Hour of absence

登記曠課更正原因（請授課教師詳細填寫）：

Please state the reasons for revisions in details (written by the instructor)

.....請准予更正。 Please approve for revisions。

此 致 生活輔導組資料室 By Information Processing Office, Guidance and Counseling Section

授課教師簽名：_____ 年 _____ 月 _____ 日
Signature of the Instructor Year Month Day

備註：1. 請教師上課點名務必詳細正確，以避免處理作業上之困擾及家長之誤解。

An instructor in each class please take the roll call thoroughly and make sure nothing is wrong. It aims to avoid the troubles caused by any incident and the misunderstanding from parents of students.

2. 學籍在進修推廣部之學生請至進修部填更正單，否則無法輸入作業。

Those who enroll in night division please fill out the application form in night division, otherwise the application cannot be processed.