

國立中山大學 學年度第 學期學生請假申請單(正面)
NSYSU Student Leave Application Form

系(所) Department		班 級 Class	年級 班 Grade Class	學生課業請假單 Student Leave Application For Lesson	
姓 名 Name		學 號 St. No.		申請日期 Application Date	年 月 日 (Y) (M) (D)
請 假 類 別 Type of Leave	<input type="checkbox"/> 公假 official <input type="checkbox"/> 事假 personal <input type="checkbox"/> 病假 sick <input type="checkbox"/> 喪假 funeral <input type="checkbox"/> 生理假 menstrual <input type="checkbox"/> 其他 other_____			公假單位 或教務處 會簽核章 Authorization	
請 假 事 由 Reason of Leave					
請 假 日 期 Period of Leave	年 Y 月 M 日 D 星期 W 起 年 Y 月 M 日 D 星期 W 共 天 Day(s), 共 節 Class(es) 止				
請 假 期 間 課 目 名 稱 Course(es) of the Period of Leave					
月/日, 節~節 M/D, Class(es)	課目名稱 Course	任課教師簽章 Teacher's Signature	月/日, 節~節 M/D, Class(es)	課目名稱 Course	任課教師簽章 Teacher's Signature
申 請 人 applicant		導 師 room teacher		系 主 任 (所 長) chairperson	

1. The 1st part of the slip should be handed out to the department, and one has to inform the course teacher.
2. Procedure: applicant → course teacher → room teacher → chairperson
3. For exam, the 1st part should be handed to the office of academic affairs, then, inform the personnel who responsible for the department.

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請 假 日 期 Period of Leave	起 年 Y 月 M 日 D 星期 W 止 年 Y 月 M 日 D 星期 W 共 天 Day(s), 共 節 Class(es)				
申 請 人 applicant		導 師 room teacher		系 主 任 (所 長) chairperson	

The 2nd part is a receipt for oneself.

Regulation of applying for a leaves

Approved on 12/19/2013

1. To apply for a leave is necessary if having a marriage, funeral or illness with documentary. On a pregnancy, follow the relevant regulation.
2. To apply for a leave for a class, filling out the application form, then, hand out through the course teacher, the room teacher and the chairperson. Once approved, the 1st part of the slip should be handed out to the department, and one have to inform the course teacher. The 2nd part is a receipt for oneself. For a rally, the procedure is as same as the above. The only difference is that you have to hand out the 1st part to Advice and guidance division, then, inform the personnel who responsible for the rally. The 2nd part is a receipt for oneself. About a group's application form, the procedure is also the same as the above but the course teacher.
3. Not until the application procedure is gone through, one can be leave.
4. Compassionate leave should be approved in advance, with parent's/ guardian's permission. If not available, one should go through the procedure within 2 days. Sick leave should be approved with a medical certificate. If not available, don't be late for 3 days. Compensatory leave is only approved to those observers.
5. Business leave is only approved prior to the day, with an authorized documentary.
6. During the enrollment, relatives' death or serious illness/ misfortune could be allowed by both Office of student affairs and Office of academic affairs.
7. Only the fact could be accepted. If not, one would be punished on the fault.
8. The measures could be approved by the president of NSYSU, as well as be rephrased.

P.S. Click the link below to download the application forms:

<http://ag.osa.nsysu.edu.tw/files/15-1035-27439,c13982-1.php?Lang=zh-tw>

Ask for a leave, make-up methods for examinations

Approved on 06/15/2010

1. During examination, one could ask for a leave with a medical certificate. One could ask for a compassionate leave under relatives' death or serious illness/ misfortune.
2. When the accident happens suddenly, one can ask for a compensatory leave with parent's/ guardian's authority.
3. Business leave is only approved prior to the day, with an authorized documentary.
4. The application for make-up examination should go through Course Teacher and the chief of office of academic affairs.
5. Make-up exam for mid-tern examination is dependent on Course Teacher.
6. The make-up methods base on the Students Regulations.
7. The measures could be approved by the president of NSYSU, as well as be rephrased.