



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 : \_\_\_\_\_ 聯絡電話 : \_\_\_\_\_  
Student Name : \_\_\_\_\_ Student No. : \_\_\_\_\_ Contact No. : \_\_\_\_\_  
學院 : \_\_\_\_\_ 課程 : \_\_\_\_\_ 專業 : \_\_\_\_\_ 學年, 學期 : \_\_\_\_\_ 電郵地址 : \_\_\_\_\_  
Faculty : \_\_\_\_\_ Program : \_\_\_\_\_ Major : \_\_\_\_\_ Year, Semester : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

本人明白上述聯絡電話及電郵地址僅作本次申請之用，如有需要，本人須自行透過 WeMust 更新。  
I understand that the above contact number and e-mail address are for this application only; any necessary updates will be done by myself through WeMust.

II. 請假申請 APPLICATION FOR LEAVE

請 假 科 目 Courses applied for Leave				請 假 明 細 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學院/部。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電郵通知學生。Students will be notified of the results via email 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/通識教育部 :  已電郵通知學生相關結果 負責人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
Faculty/ DGE :  Student has been notified of results by email Authorized Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
 (批准)已電郵通知教師相關結果 負責人簽名 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
 (Approved) Teacher has been notified of results by email Authorized Signature : \_\_\_\_\_ Date : \_\_\_\_\_