

聯絡電話 Contact phone number :

(請務必填寫 Necessary)

1-12 景文科技大學學生統一考試請假單

Application form to ask for leave of absence for midterm or final exam

☐日間部☐進修部☐Day Department☐Evening School

系 班 別 Class	系 年 班	學 號 Student number									姓 名 Name	
請 假 類 別 Type of absence	假	事 由 Reason for absence										
日 期 Date	節 次 Periods	1	2	3	4	5	6	7	8	請假天數 Days of Absence		
	科目 (任課教師) Subject (Teacher)											
年 Year	月 日 MM /DD									天 節 Days Periods		
	月 日 MM /DD											
	月 日 MM /DD											
	月 日 MM /DD											
	月 日 MM /DD											
導 師 class instructor		系 主 任 department chairman					學務處生輔組 Student Counseling Section, Student Affairs					
簽 辦 人 person in charge		教務處課務組 Curriculum Affairs of Academic Affairs					教務長 Dean of Academic Affairs					
說 明 Note	<p>一、考試期間因公、事未能到校應考者，應檢呈證明事前向教務處申請。因公請假，應以本校行政單位證明為限。因事請假，其事故以直系親屬、同胞、兄弟姐妹之婚喪或家庭其他重大變故為限。 Applications should be made to the office of academic affairs before the exam with adequate relevant documentation.</p> <p>二、因喪請假，應檢具相關證明文件；因病請假，應檢具不逾請假當日公立或區域醫院（含）以上醫院證明，連同本單於考試日兩天內向教務處申請，經核准始行生效，並另准予補考。 In cases of bereavement relevant documents should be provided. In cases of illness documents have to come from regional public hospitals. Applications should be made within two days after the exam.</p> <p>三、請假核准者另予補考，統一考試之補考日期及時間由課務組統一辦理，其餘科目由任課教師自行辦理。 Those who are granted permission should attend makeup exams arranged by office of academic affairs or teachers who teach the subject.</p> <p>四、應參加補考學生，補考日期經公告後，不得再以任何理由請假，無故缺考者其補考成績以零分計算。 Those who are granted permission should not ask for leave of absence under any circumstances; otherwise they get zero mark for their grades.</p> <p>五、其他相關事宜皆依本校考試規則及學生考試請假要點辦理。 For other relevant conditions not mentioned here, please refer to the student handbook.</p>											