

The Page of Students Leave System (English Version)

Notes: Please help translate the “Online Students Leave System” into English to help foreign students access and complete the application form. Thank you!

※Leave regulations

- (1) The students shall file the applications for leave (including scheduled courses, e.g. weekly meetings and temporary transfer of class, etc.) online uniformly.
- (2) Personal leave: According to Article 7 of the Student Leave Application Rules, the application for personal leave shall be applied for in advance and the application procedure shall be completed, unless in the event of serious contingency or special circumstances, in which case the student shall apply for the leave with his/her instructor personally on the ground of the relevant proof.
Sick leave: The student shall complete the leave application procedure on the ground of valid certificates within three (3) days pursuant to the relevant requirements; otherwise, no application for such leave will be permitted.
Menstruation leave: The application for menstruation leave for one (1) day (there shall be more than twenty-five (25) days between two applications, if any) shall be requested online on the same day and no proof is required.
※The application for sick leave/menstruation leave for more than one (1) day (exclusive) shall be attached with the doctor’s medical certificate.
- (3) In the case of the application for ordinary leave for more than four (4) days (inclusive), mid-term examination leave, final examination leave, graduation examination leave or registration leave, it is necessary to print out the “Application Form”, and have the form approved and signed by the relevant faculty, and submitted to the department military instructor for endorsement, and then the application procedure is held completed.
- (4) Where it is necessary for the student to apply for group leave upon participation in any self-governing organizations, clubs or physical education competitions, the person in charge of such activity (convener) shall print out the related certificate form online, and file the application with the department military instructor upon completion of the certification procedure.
- (5) Where there is any test during the student’s leave, the student shall print out the leave application form and have the same signed by the relevant instructor, and then submit the application to the department military instructor.
- (6) The application for leave shall be approved by the relevant instructor at first. Then, you may complete the application form online and the leave will be granted by the responsible unit through the relevant procedure.
- (7) No application for menstruation leave will be permitted during the mid-term examination, final examination and graduation examination. Notwithstanding, if necessary, the student may apply for sick leave with the military instructor, attached with the doctor’s medical certificate.

● Students Leave System Step 1 (Leave Category)

- ◆ Including “ordinary leave”, “mid-term examination”, “final examination”, “ordinary leave”, “graduation examination”, “maternity leave”.

● Students Leave System Step 2 (Leave Type)

- ◆ Including “sick leave”, “personal leave”, “official leave”, “funeral leave”, “menstruation leave”, “maternity leave”, “miscarriage leave”, “parental leave”.

● Students Leave System Step 3 (Cause of Leave)

- ◆ Including such causes as “upper respiratory tract infection”, “gastroenteritis” and “hurt in car accident”, etc.

● Students Leave System Step 4 (Submission of Certificate)

- ◆ Including such certificates as “certificate of diagnosis”, “invitation card”, “obituary” and

“certificate of club activity”, etc.

- ◆ Students Leave System (other causes): Including the cause of leave as “others (no more than 25 words)” and submission of certificates as “others (no more than 25 words)”.

- Students Leave System Step 5 (verification of information) or (re-enter).

Reference picture

- Students Leave System Step 1 (Leave Category)
 - ◆ Including the “registration leave”, “mid-term examination”, “final examination”, “ordinary leave”, “graduation examination”, “maternity leave”.

學生網路請假查詢系統

請假 查詢

※請假規定

(一) 所有請假 (含非表定課程, 例如通會、臨時調課...), 一律由學生上網申請。

(二) 事假: 依學生請假規則第七條規定, 事假應事先申請並完成請假手續, 除有突發重大、特殊情形, 請自行持證明向授課老師說明請假。

病假: 應於三日內持有效證明, 依照規定辦理補假手續, 否則不准補假。

生理假: 請生理假一日 (兩次距離25日以上), 須當日上網請假, 不須任何證明文件。

※一日 (不含) 以上之病、生理假, 須附醫院診斷證明書。

(三) 一般假四日 (含) 以上、期中考假、期末考假、畢業考假、註冊假均須列出「程序單」, 經由表列師長簽准後, 最後交由系教管簽結, 始完成請假程序。

(四) 參加學生自治組織、社團、體育競賽等團體活動, 而須集體請假時, 由該活動負責人 (總協) 上網列印相關社團活動「證明單」, 完成證明程序後, 統一向該系教管辦理請假。

(五) 請假期間有小考者, 請自行列印假單送交授課老師簽名後, 交由系教管辦理請假。

(六) 請假請事前經任課老師同意, 才上網填寫假單, 並依程序送繳貴單位核假。

(七) 期中考、期末考、畢業考, 禁止請生理假; 如有必要請以病假申請, 並檢附醫師證明向教管說明。

學號	10632226	選取	修改	系級	室設二
姓名	李依潔			性別	女
請假類別	一般假	<input type="checkbox"/> 請假期間有小考			
請假期間起	註冊假	選擇日期	民國年月日 (例: 970131)	第 A (07:10-08:00)	節
至	期中考	選擇日期	民國年月日 (例: 970131)	第 A (07:10-08:00)	節
請假類別	期末考	選擇日期	民國年月日 (例: 970131)	第 A (07:10-08:00)	節
請假事由	一般假	日期同上			
繳交證明	畢業考				
	產假				
	上呼吸道感染				
	診斷書				

確定送出

如果關於請假程序有任何問題, 請洽 各系教管詢問
程式維護: 電算中心 客服專線 1999

- Students Leave System Step 2 (Leave Type)

- ◆ Including “sick leave”, “personal leave”, “official leave”, “funeral leave”, “menstruation leave”, “maternity leave”, “miscarriage leave”, “parental leave”.



- Students Leave System Step 3 (Cause of Leave)

- ◆ Including such causes as “upper respiratory tract infection”, “gastroenteritis” and “injury in car accident”, etc.



● Students Leave System Step 4 (Submission of Certificate)

- ◆ Including such certificates as “certificate of diagnosis”, “invitation card”, “obituary” and “certificate of club activity”, etc.



- ◆ Students Leave System (other causes): Including the cause of leave as “others (no more than 25 words)” and submission of certificates as “others (no more than 25 words)”.



● Students Leave System Step 5 (verification of information)

學生網路請假查詢系統

請假 查詢

※請假程序尚未完成，請確認資料。

非表列課程，經教官准假後，請向教官申請列印請假證明，並自行知會任課老師。
〔若顯示的學號或姓名有誤，請關閉IE後再重新登入請假系統。〕

學號	10632226	系級	室設二				
姓名	李依潔	性別	女				
請假類別	一般假(無小考)						
請假期間起	107/10/16 第A節						
請假期間至	107/10/16 第A節						
請假類別	病假						
請假事由	上呼吸道感染						
繳交證明	診斷書						
請假科目	請假日期	星期	節次	課程代號	課程名稱	請假	小考
	選擇時段沒有課程						

重新填寫 確認資料

如果關於請假程序有任何問題，請洽各系教官詢問
程式維護：電算中心 客服專線 1999