



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

學生請假申請表
APPLICATION FOR LEAVE

院所職員收件記錄
To be filled by staff:

Received by: _____

Date: _____

I. 學生個人資料 PARTICULARS OF STUDENT

學生姓名 _____ 學生編號 _____
Student Name _____ Student No. _____
聯絡電話號碼 _____ 電郵地址 _____
Contact Phone No. _____ E-mail Address _____

II. 請假資料 INFORMATION OF APPLYING LEAVE

請假日期 由 _____ 至 _____ 原因 _____
Leave Period: From _____ to _____ Reason _____
dd mm yyyy dd mm yyyy

請假科目編號 Absence Course Code	科目名稱 Course Title	授課老師 Teacher	請假科目之上課日期及時間 Period of classes applied for leave			
			由 From (dd/mm/yyyy)	由 From (hh:mm)	至 To (dd/mm/yyyy)	至 To (hh:mm)

注意事項 Notes

1. 學生因病或因事不能上課，必須向所屬學院/研究所辦理請假申請並補足所缺之必修作業，未經批准擅自缺課者，一律按曠課論處。Students who are not able to attend classes owing to illness or non-medical reasons must submit Application for Leave to the respective Faculty/Institute and afterwards complete all assignments required. Unauthorized absence will be deemed to be unjustified.
2. 學生必須維持每門課 70% 出席率，凡缺課率（包括請假缺課及曠課）超過該科總學時 30%，成績即時評為“T”，不准參加期末考試，必須重修以取得該科目之學分。Students must have at least 70% of attendance for each course. Absence (including both justified and unjustified) for more than 30% of the total class hours of a course will be marked as “T” in the final grade. In this case, students will not be allowed to take the final examination and thus will have to retake the course in order to get the credits for that course.
3. 學生請假須事先向所屬學院/研究所遞交請假申請表並提交充足證明文件。如因故無法事先請假，學生必須先致電所屬學院/研究所申請許可，於回校後兩個工作天內向所屬學院/研究所補辦請假手續。請假三天或以上者，須至少提前三個工作天申請。Students who apply for absence must notify the respective Faculty/Institute in advance by submitting the duly completed Application for Leave pro-forma, together with relevant certification. In unforeseeable situations, students must call the respective Faculty/Institute at the earliest opportunity for approval. The duly completed Application for Leave pro-forma together with relevant certification must be presented to the Faculty/Institute within 2 working days following their return. Absence of 3 days or above should be applied at least 3 working days in advance.
4. 一切請假申請在獲得大學正式批准後方為有效，逾時請假或未能提交所需證明文件者，大學有權不予受理。未經批准之請假或不獲批准之請假將一律按曠課處理。Permission for leave of absence will come into effect only after application has been approved by the University. Late applications or those without adequate supporting documents will not be accepted. Any absence that has not yet been approved or unapproved will be deemed to be unjustified.
5. 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.
6. 大學保留修訂及闡釋上述規定的一切權利。若遇任何爭議，以校方之最後決定為準。The University reserves all rights and privileges in amending and explaining the above mentioned rules and regulations. All matters and disputes will be subject to the final decision of the University.
7. 本人確認本申請表中所提供的資料真實無誤，並聲明已知悉及明白『澳門科技大學教務處個人資料收集聲明』的內容。I declare that the information provided in this application form is true and correct; I have also acknowledged and understood the “[Personal Data Collection Statement of Academic Registry of Macau University of Science and Technology](#)”.

學生簽名 _____ 日期 _____
Student's Signature _____ Date _____

由校方填寫 FOR OFFICE USE ONLY

A) 授課老師 Instructor

批准 Approved 不批准 Not Approved 意見 Comments : _____

授課老師簽名 Signature of Instructor : _____ 日期 Date : _____

B) 學院 Faculty :

附證明文件 Supporting documents attached : 是 Yes 否 No 已記錄該生的請假情況 Application has been recorded

學院批核結果 Approval results : 批准 Approved 不批准 Not Approved 意見 Comments : _____

已電郵通知學生審批結果 Student is being notified of the result by e-mail.

已電郵通知授課老師審批結果 Instructor is being notified of the result by e-mail.

負責人簽名 Authorized Signature : _____ 日期 Date : _____