



學生請假申請表
STUDENT LEAVE APPLICATION FORM

I. 學生個人資料 Student Information

姓名 (中) _____
Name (英) _____

學生編號 : -

聯絡電話 : _____
Contact No. : _____

學院 : 資訊科技學院
Faculty of Information Technology
 中醫藥學院
Faculty of Chinese Medicine

商學院
School of Business
 酒店與旅遊管理學院
Faculty of Hospitality and Tourism Management

法學院
Faculty of Law
 人文藝術學院
Faculty of Humanities and Arts

國際學院
University International College
 大學先修班
Pre-University Studies

課程 : _____
Program : _____

專業 : _____
Major : _____

學年, 學期 : _____
Year, Semester : _____

II. 請假申請 Application for Leave

請假科目 Courses applied for Leave				請假內容 Details for Leave			審查結果 Results of Assessment	
科目編號 Course Code	科目名稱 Course Title	班別 Class	授課教師 Lecturer Name	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	批准 Approved	不批准 Rejected
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*請假科目如涉及學院及通識教育部必須使用兩張申請表格填寫並分別遞交至相關辦公室。Two separate application forms should be completed and submitted respectively if both Faculty courses and DGE courses are applied.

*大學將於申請文件收妥後三個工作天內透過校園電子郵件通知學生相關結果。The University will notify students of results via MUST Webmail within 3 working days from receipt of all required documentation.

申請人簽署 : _____
Signed by Applicant : _____

日期 : _____ / _____ / _____
Date : yyyy / mm / dd

校方專用 For Office Use Only

學院辦公室/通識教育部審核
Checked by Faculty/ DGE Office : _____

日期 : _____
Date : yyyy / mm / dd

學院院長/通識教育部主任審批
Approved by Dean/ DGE Officer : _____

日期 : _____
Date : yyyy / mm / dd

學院辦公室/通識教育部
Faculty Office/ DGE Office : 已電郵通知學生相關結果
Student has been notified of results by email

日期 : _____
Date : yyyy / mm / dd

(批准)已電郵通知教師相關結果
(Approved) Lecturer has been notified of results by email

日期 : _____
Date : yyyy / mm / dd

注意事項

1. 事假

- (1) 學生因事請假少於三天者，必須事先向所屬學院辦公室/通識教育部遞交請假申請表並提交充足證明文件。
- (2) 學生因事請假三天或以上者，必須提前三個工作天向所屬學院辦公室/通識教育部遞交請假申請表及相關證明文件。

2. 病假

- (1) 學生因病請假者，必須致電所屬學院辦公室/通識教育部申請許可，並於回校後兩個工作天內向學院/通識教育部補辦請假申請及提交充足的醫療證明文件。
- (2) 如屬非住院情況，必須提交下列醫療機構所提供的醫生證明，其他醫生證明一概不予批准：
澳門科大醫院、澳門鏡湖醫院、澳門仁伯爵綜合醫院（山頂醫院）、澳門各衛生中心。
- (3) 如屬住院情況，必須提供由醫院發出的有效住院證明。

3. 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。

4. 有關上課及請假之詳細規定，請參閱最新學年學生手冊之「學業規則」。

5. 大學保留修訂及闡釋上述規定的一切權利，如有糾紛，大學擁有最終之仲裁權利。

Notice

1. Personal Leave

- (1) For Personal Leave less than 3 days, students must notify the respective Faculty Office/ Department of General Education in advance by submitting the duly completed leave application form, together with relevant certification.
- (2) For Personal Leave more than 3 days, students must submit the duly completed leave application form together with relevant certification to the respective Faculty Office/ Department of General Education 3 working days before the absence.

2. Sick Leave

- (1) In case of illness, students must call the respective Faculty Office/ Department of General Education at the earliest opportunity for approval. The duly completed leave application form together with relevant certification must be presented to the Faculty Office/ Department of General Education within 2 working days following their return.
- (2) The only acceptable medical certificate should be issued by one of the following:
University Hospital, Kiang Wu Hospital, Hospital Centre S. Januario, Macao Health Centers.
- (3) In case of hospitalization, students have to present valid medical certificate issued by the hospital for the approval of the University.

3. 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 obtain the credits.

4. With regard to the detailed regulations for Class Attendance and Leave of Absence, please refer to the latest Student Handbook on “Rules and Regulations for Study”.

5. The University reserves all rights and privileges in revising and interpreting the above-mentioned regulations. In the case of any disputes, the University also has the ultimate right of arbitration.