



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

學生請假申請表
APPLICATION FOR LEAVE

學院職員收件記錄
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
Absence courses:

科目編號 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

- 學生請假應按下列程序辦理申請 Application for leave should follow the procedures as specified below :
 - 於所屬學院索取或大學網站下載<學生請假申請表>並填妥第 I 及第 II 部份。Obtain the application form from the Faculty or MUST website and complete Section I and II of this form.
 - 學生因事請假，必須事先向所屬學院遞交請假申請表並提交相關證明文件。Submit the completed form together with proof of supporting documents to the Faculty prior to the leave.
 - 學生如因病或其他突發情況下而缺課，必須即時通知所屬學院備案，並於回校後兩個工作天內再補辦請假申請。A student who is absent, owing to sickness or other unexpected circumstances, has to inform the Faculty immediately and submit leave application within two working days once returned to class from leave.
 - 有關醫療證明文件必須為以下認可之醫療機構所發出的醫生證明，其他醫生或醫院證明(包括內地)一概不予批准。The medical certificate should be issued by one of the following medical institutions, certificates issued by other private doctors or hospitals (including mainland China) are not acceptable. (認可之醫療機構 Recognized medical institutions include: 澳門科大醫院 University Hospital、澳門鏡湖醫院 Kiang Wu Hospital、澳門仁伯爵綜合醫院(山頂醫院) Hospital Centre S. Januario、澳門各區衛生中心 Macau Health Centres.)
 - 逾時請假或未能提交有效之請假證明文件者，大學有權一律不予受理。The application will NOT be accepted by the Faculty if such application is overdue and/or supporting documents are not provided.
- 大學將通過電郵通知學生審批結果。The University will notify the student about the result by e-mail.
- 根據學生手冊「學業規則」之上課及請假規則，學生缺課(包括請假缺課及曠課)超過該科總學時 30%，成績將評為“T”等級，學生不准參加期末考試，必須重修以取得該科目之學分。有關上課及請假之詳細規則，請參閱最新學年學生手冊 – 「學業規則」。According to the Student Handbook, Sections on “Rules and Regulations on Studies” about Attendance/Absence, a grade of “T” will be recorded if such absenteeism exceeds 30% of the total class hours (including absence with or without approval). As a result, the student will NOT be permitted to attend the examination for that course and must retake it to obtain credits for that specific course. With regards to the Rules and Regulations for Attendance/Absence, please refer to the latest Student Handbook, Sections on “Rules and Regulations on Studies”.
- 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.

學生簽名
Student's Signature : _____

日期
Date : _____

由校方填寫 FOR OFFICE USE ONLY

A) 學院辦公室 Faculty Office

審核人
Checked by : _____ 日期
Date : _____

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

B) 學院院長核准 Approved by the Dean of Faculty :

☐ 批准 Approved ☐ 不批准 Not Approved 意見
Comments : _____

院長簽名
Signature of Dean : _____ 日期
Date : _____

C) 學院辦公室 Faculty Office

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

行政人員簽名
Staff's Signature : _____ 日期
Date : _____