



# 澳門科技大學

MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

## 學生請假表-暑期補習班

### LEAVE APPLICATION FORM FOR SUMMER TUTORIAL CLASS STUDENTS

#### 注意事項 Notes

- 學生因病或因事不能上課，必須到課任老師遞交請假申請。因病請假者須同時遞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。  
A student who cannot attend classes because of illness or any other reason should apply leave from teacher. Student who is absent from sickness should provide the medical certifications issued by one of the following medical institutions, certifications issued by other doctors will not be accepted:
  - 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
  - 澳門各衛生中心 Macau Health Centres
- 請假者須按老師要求完成所缺之作業。擅自缺課及不辦理請假申請者，一律按曠課處理。  
A student who is absent from class should complete the missing course work as required by the teacher. A student absent without applying for leave will be considered as absenteeism.
- 逾時請假或未能提交有效之請假證明文件者，課任老師有權不予受理。缺課將按曠課情況處理。  
Leave application will not be accepted if it is overdue and/or supporting documents are not provided.
- 曠課超過該科總學時 10% 的學生(即曠課 3 次或以上)，不准參加入學評核試。  
A student who is absent without applying for leave for more than 10% of the total class hours (i.e. absent for 3 classes or above) will not be allowed to take the final examination.
- 學生必須有 70% 或以上出勤率(即必須出席 14 次或以上的課堂)方可參加入學評核試。  
A minimum attendance of 70% (14 classes or more) is required for the student to be eligible to attend the final examination.
- 大學保留修訂及闡釋上述規定的一切權利。  
The University reserves all rights and privileges in amending and explaining the abovementioned rules and regulations.

#### 申請程序 Application procedures

- 於教務處(N座圖書館大樓N109室)索取或大學網站下載《學生請假表-暑期補習班》並填寫第一及第二部份(下載位置:大學網頁>入讀科大>學士學位>基本資訊>表格下載>新生)。  
Obtain the application form from Academic Registry at Room N109 of Block N Library Building or MUST website (<http://www.must.edu.mo>) and complete Section I and II.
- 學生因事請假者，必須事先向課任老師遞交請假申請，並提交相關證明文件(如證明信、家長/監護人信等)。  
A student who applies for leave because of non-medical reasons should submit the application in advance. A completed application form should be submitted together with supporting documents (such as documentary evidence or consent from parent or guardian) to the teacher(s) for approval.
- 學生因病或其他突發事情而缺課，應盡快通知課任老師備案，並於回校後兩個工作天內補辦請假申請及提交相關證明文件(如醫療證明、證明信、家長/監護人信等)。  
A student who is absent owing to sickness or other unexpected circumstances should inform the teacher(s) immediately and submit the leave application together with supporting documents (such as medical certificate, other documentary evidence or consent from parent or guardian) within two working days upon returning to class.

#### I. 申請人資料 PARTICULARS OF APPLICANT

中文姓名 Name in Chinese	_____	外文姓名 Name in English	_____
申請編號 Application No.	□□□□AP□□-B□□□□		
聯絡電話 Contact No.	_____	電郵地址 E-mail Address	_____

#### II. 申請下列課堂請假 APPLICATION FOR LEAVE IN CLASSES LISTED BELOW

請假科目 Course applied for leave	_____	班別 Class	_____	課任老師姓名 Name of teacher	_____
請假自 Period of leave	_____	yyyy/mm/dd	至 To	_____	yyyy/mm/dd
共 Total no. of days applied for leave	_____	天 days			

請在下表列出具體之請假日期及時間 Please list out the dates and times of leave:

由 From 日期 Date (yyyy/mm/dd)	至 To 日期 Date (yyyy/mm/dd)	由 From 時間 Time (hh:mm)	至 To 時間 Time (hh:mm)

原因 Reason

遞交文件 Document Attached	<input type="checkbox"/> 病歷證明 Medical Certificate	<input type="checkbox"/> 其他/請註明 Others, please specify _____
遞交正本/副本 Original or copy submitted	<input type="checkbox"/> 正本 Original Copy	<input type="checkbox"/> 副本, 正本已交 _____ 班別的老師 Copy, Original copy was submitted to the teacher of class _____

#### 個人聲明 PERSONAL DECLARATION

本人確認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 Student's Signature		日期 Date	_____
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#### III. 由課任老師填寫 FOR USE OF TEACHER ONLY

已在「學生上課出席記錄表」上登記學生的請假情況  
Application for leave of this student has been marked on the attendance sheet

課任老師簽署 Teacher's Signature	_____	日期 Date	_____
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