



學生請假申請表 (學士學位課程)
STUDENT LEAVE APPLICATION FORM (For Undergraduate Programs only)

※ 請於填表前細閱背面之注意事項 *Please read the notes overleaf before completing this form.* ※ 請以正楷填寫 *Please use capital letters*

I. 學生個人資料 PARTICULARS OF STUDENT

中文姓名(依照證件) : _____ 外文姓名(依照證件) : _____ 學生編號 : -

聯絡電話 : _____ 電郵地址 : _____
Contact No. : _____ Email Address : _____

課程 : 工商管理學士學位課程 國際旅遊管理學士學位課程 專業 : _____
Program : Bachelor of Business Administration Bachelor of International Tourism Management Major : _____

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

科目編號 Course Code	科目名稱 Course Title	班別 Class	授課教師 Lecturer	請假日期 Date of Leave			
				日期 Date 由 From (dd/mm/yyyy)	日期 Date 至 To (dd/mm/yyyy)	時間 Time 由 From (hh:mm)	時間 Time 至 To (hh:mm)

請假期間 : _____ 至 _____ 原因: _____
Leave Period (日/月/年 Day/Month/Year) To (日/月/年 Day/Month/Year) Reason

(所有請假申請, 學生必須提供相關之證明文件, 詳見背頁。) 遞交文件 : 病歷證明 其他 / 請註明
(Supporting documents are required for all kinds of application of leave, please read overleaf for details.) Document Attached : Medical Certificate Others / Please Specify _____

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 Macau University of Science and Technology.

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

審批結果 : 批准 不批准 其他 學院蓋章 : _____ 日期 : _____
Application Result : Approved Not Approved Others Stamped by SCS : _____ Date : _____

III 由校方填寫 FOR OFFICE USE ONLY

持續教育學院 SCHOOL OF CONTINUING STUDIES

已電郵通知學生審批結果 Student has been notified of the result by email.

已電郵通知老師審批結果 Lecturer has been notified of the result by email.

行政人員簽名

Signature of Staff : _____

日期

Date : _____

注意事項

一、學生請假應按下列程序辦理申請：

- a. 填妥表格第 I 及第 II 部份。
- b. 學生因事請假，必須事先向持續教育學院遞交請假申請表，並提交相關證明文件。
- c. 學生如因病或其他突發情況下而缺課，必須即時通知學院備案，並於回校後兩個工作天內再補辦請假申請。
- d. 有關醫療證明文件必須為澳門政府認可之醫療機構或註冊醫生所發出的證明。
- e. 逾時請假或未能提交有效之請假證明文件者，學院有權一律不予受理。

二、學院將會發電郵通知學生請假審批之結果。

三、根據學生手冊「學業規則」之上課及請假規則，學生缺課（包括已請假之缺課及曠課）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。

四、有關上課及請假之詳細規則，請參閱最新學年學生手冊之「學業規則」。

五、若遇任何爭議，以校方之最後決定為準。

六、大學保留修訂及闡釋上述規定的一切權利。

Notes

1. Application for leave should follow the procedures as specified below:

- a. Complete Section I and II of this form.
- b. For personal leave, students must notify the SCS in advance by submitting the duly completed leave application form, together with relevant certification.
- c. A student who is absent, owing to sickness or other unexpected circumstances, has to inform the SCS immediately and submit leave application within two working days once returned to class from leave.
- d. The medical certificate should be issued by the official medical institutions or registered medical doctors.
- e. The application will NOT be accepted if such application is overdue and/or supporting documents are not provided.

2. The SCS will notify the student about the approval result by email.

3. 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”.

4. With regards to the Rules and Regulations for Attendance/Absence, please refer to the latest Student Handbook, Sections on “Rules and Regulations on Studies”.

5. All matters and disputes will be subject to the final decision of the University.

6. The University reserves all rights and privileges in amending and explaining the abovementioned rules and regulations.