大同大學請假說明 Leave of Absence Application

- 1.請假規則
- 2.填寫方式/手續



## STEP1 至生活輔導組拿請假單

Go to **Student Assistance Section** to get a leave of absence application.

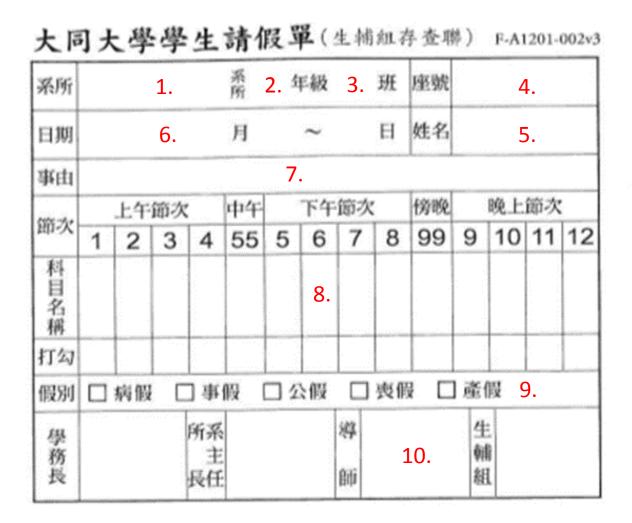


## STEP2填妥請假單

### Complete the application.

#### Fill the personal information:

- 1. 系所 Department
- 2. 年級 Grade
- 3. 班級 Class
- 4. 學號 Student No.
- 5. 姓名 Name
- 6. 假迄止日期時間 Absent time: From M/D period To M/D period
- 7. 事由 Reason
- 8. 課程 Course
- 9. 類別 Type: 公假official affairs/事假personal/ 喪假funeral leave/病假sick leave/ 產假 maternity leave
- 10. 導師簽章Approval



# STEP3完成導師簽名 Complete the teacher's signature.

- 學生請假應事先辦理。
   Leave of absence should be completed in advance
- 超過請假時限以曠課論,無法再做更動
  If student exceeds the deadline (7 days),
  The record will not be able to change.



## STEP4將生輔組存查聯交至生輔組

Student Services and
Dormitory Division and
applicant will both hold
the form for the proof
of applying for absence.

