

學生請假相關問題
Student Leave of Absence Application Q&A

Q	<p>如何辦理請假？ How to apply for leave?</p>
A	<p>學生請公假、團體公假、因公出差假及考試假採線上申請，紙本列印簽核後，送蘭潭校區學生事務處生輔組／民雄校區學務組辦理即可。事假、病假、喪假、生理假及產假皆採線上請假、師長線上簽核(不需列印紙本)，請同學隨時上線檢視假單簽核進度，若有退件、補件情形，應盡速處理之。</p> <p>First, apply for official leave, group official leave, business trip leave and exam leave online. Next, print out your leave application form and get the approval of instructors. Finally, submit to Division of Student Assistance in Lantan or Office of Student Affairs in Minsyong. Students can apply for personal leave, sick leave, funeral leave, menstrual leave and maternity leave online. Instructors can sign and approve online as well. Hard copy is not necessary. Please check the approval process of leave application frequently in case of rejection.</p>
Q	<p>線上請假系統如何操作？ How does online leave application system work?</p>
A	<p>(一)線上請假系統操作流程(可點選「學生線上請假操作手冊」查閱): 校務行政系統⇒系統選單⇒請假申請作業⇒我已閱讀以上說明，進入請假系統⇒填寫請假單⇒點選請假起訖日期→選擇請假科目→選擇假別→填寫事由→上傳附件→上傳假單</p> <p>(二)上傳附件操作流程: 點選附件⇒選擇檔案⇒點選檔案上傳或start⇒上傳完畢、關閉視窗。請假3日(含)以上者需檢附證明文件，請將文件掃描或拍照上傳，如未上傳則予退件，請同學依退件再審處理流程上傳後再審核。</p> <p>(三)退件再審處理流程: 待審假單⇒詳細內容⇒查看簽核意見⇒上傳附件⇒按退件重送</p> <p>1. Procedure of online leave application (Please refer to “Student Online Leave Application System Manual” for further information): go to “Administration System” ⇒” System Menu” ⇒” Leave Application” ⇒” I’ ve read the above instructions. Enter Online Leave Application System.” ⇒fill out the form⇒select absent time, course, type of leave and reason⇒upload attachment⇒submit</p> <p>2. Procedure of uploading attachment: click “Attachment” ⇒select files⇒click “Upload Files” or “Start” ⇒Finish uploading. Certificates should be appended to leave applications for three days or more. Please scan or photograph your files and upload. Applications without will be rejected. Your application will be inspected based on procedure of application rejection and re-inspection if you upload again.</p>

	<p>3. Procedure of application rejection and re-inspection: unapproved leave application⇒content⇒check the status of approval⇒upload attachment⇒submit</p>
Q	<p>如果無法事先辦理請假，可否事後補辦請假手續？ Is it possible to apply for leave afterward if I can't apply in advance for some reasons?</p>
A	<p>缺課因故無法事先辦理請假者，請於缺課日之隔日起算7日內(含國定假日及例假日)務必上網請假，逾期將無法請假。例如：本週星期三課程缺課需於下週星期三前上網完成請假手續；連續請假多日，其假單需於最後缺課日隔日起算7日內上網完成請假手續。線上假單以缺課日隔日起算7日(含例假日)內上網送出即無逾期問題，同學可於「待審假單」中點選「詳細內容」查詢，確認假單的簽核進度。</p> <p>Students, for some reasons, can't apply for leave in advance should file for leave application online within 7 days from the next day of your absent day. National holidays and weekends are counted. For instance, if you're absent from classes on Wednesday, online leave application should be submitted by next Wednesday. If you're absent for more than one day, it should be submitted within 7 days from the next day of your last absent day. Overdue application will not be approved. Please look up the "Content" of "Unapproved Leave Application" to make sure the approval status.</p>
Q	<p>老師調、補課要如何請假？ How to apply for leave on reschedule or make up classes?</p>
A	<p>調、補課欲請假，請選擇原上課日期，例如：10/9(一)彈性放假、調移至9/30(六)上課，同學若9/30(六)需請假，請假日期請登打10/9(一)。</p> <p>If you'd like to apply for leave on reschedule or make up classes, choose the original class date on online leave application system. For instance, classes are rescheduled to Sep 30th due to a bridge holiday on Oct 9th. Students should apply for leave on Oct 9th if you'd like to take a day off on Sep 30th.</p>
Q	<p>我要請公假，申請單位欄應給誰蓋章？ I'd like to apply for official leave. Who should seal for dispatching unit?</p>
A	<p>公假需先經選派公務單位(系、組以上)、輔導老師及單位主管簽章 參與社團活動需經社團指導老師或課外活動組蓋章(只蓋社團章無效)；參與系上指派活動需經系主任蓋章及系辦章(只蓋系學會章無效)；奉派代表學校參加校外活動或比賽，除公文外還須經校內相關單位蓋章(如運動比賽經體育室主任及單位蓋章)。</p> <p>Students' applications for official leave should be signed and approved by dispatching unit superior to dept. or sect., advisor and director of unit. Official leave application for engaging in school club activities should be approved by club counselor or Division of Student Activities. Applications merely sealed by club are invalid. Official leave application for engaging in department</p>

	activities should be approved by chairperson of department and department office. Applications merely sealed by student association of department are invalid. Besides official documents, official leave for school should be approved by dispatching unit. For instance, official leave for attending sports events should be sealed by Physical Education Office and its director.
Q	缺課會不會扣操行分數？ Does absent from class cause deduction to conduct grade?
A	不論曠課或請假均不扣操行分數，但教務處訂有期末考扣考制度，同學缺、曠課(請假及曠課)時數達該科一學期上課總時數的1 / 3，會予以扣考。例如：該缺曠科目為2學分，一學期18週，故上課總時數為36小時，則該科目一學期上課總時數的1 / 3為12小時(含)。因故缺課時務必記得請假，並隨時至校務行政系統/個人出缺勤紀錄查詢關心缺曠課情形，以免無法補救。(如有扣考相關疑問可洽教務處註冊組詢問)。 Neither absence nor leave will cause deduction to conduct grade. However, students whose absence and leave hours reach one third of the total class hours in the semester are not allowed to take final exam. For instance, there are 18 weeks in a semester and 2 credits for the course. Total class hours are 36 hours. So your absence and leave hours should not exceed 12 hours which is one third of the total class hours. Therefore, keep in mind to apply for leave if you' re absent from class. Look up on NCYU website for attendance record in case of accident.
Q	考試假如何申請？ How to apply for exam leave?
A	期中期末考試假因涉及補考事宜，需於登錄時點選考試假選項，列印出假單送相關師長核章後，送教務處註冊組或民雄教務組登錄管制。 Since exam leave is correlated with make-up exam, if you' d like to apply for exam leave, first, select "Exam Leave" while filling out the online leave application form. Then print it out and get the approval of instructors. Finally, submit your leave application form to Division of Registry or Minsyong Campus division.
Q	如何得知自己的所有出缺勤(請假及曠課)情形？ How to find out my attendance record?
A	同學可隨時至網頁查詢個人出缺勤情形：e 化校園→校務行政系統→出缺勤紀錄查詢，即可得知請假及曠課等缺課總時數。 Students can look it up on NCYU website anytime. (E-campus→Administration System→Attendance Record)
Q	如何取消已提出申請之請假單？ How to cancel leave application which is already filed?
A	同學假單送出後，在導師尚未簽核前，可自行刪除該假單。請假日期屬於尚未到期之假單，若已經師長簽核須取銷請假，請聯絡蘭潭生輔組

	<p>(05-2717052)/民雄學務組(05-2263411 轉 1212)協助刪除。</p> <p>Students can cancel leave application on their own after uploading but yet approved by instructors. If applications which are not yet due are already approved, call 05-2717052 to reach Division of Student Assistance in Lantan or 05-2263411#1212 to Office of Student Affairs in Minsyong for assistance.</p>
Q	<p>暑修期間應如何請假？</p> <p>How to apply for leave during summer classes?</p>
A	<p>因暑修課程非屬正常學期間之開課，故暑修期間之缺、曠課不計入亦無法計入學生出缺勤紀錄，暑修期間因故無法出席，請直接與您的授課老師溝通，無需至本校請假系統申請。</p> <p>The absences during summer classes do not take into account of attendance record since they are not part of normal semesters. If you' re not able to attend the classes, please inform your instructors. Online leave application is not necessary.</p>