

# 國立中山大學學生請假規定

## Guidelines on Student Leave of Absence

84. 10. 11本校84學年度第1次學生事務會議通過  
Approved at the 1st the Student Affairs Council meeting on October 5, 1995  
95. 1. 10本校94學年度第1次學生事務會議修正通過  
Amended and approved at the 1st Student Affairs Council meeting on January 10, 2006  
97. 5. 21本校96學年度第2次學生事務會議修正通過  
Amended and approved at the 2nd the Student Affairs Council meeting on May 21, 2008  
102. 12. 19本校102學年度第1次學生事務會議修正通過  
Amended and approved at the 1st Student Affairs Council meeting on December 19, 2013  
109. 11. 27本校109學年度第1次學生事務會議修正通過  
Amended and approved at the 1st Student Affairs Council meeting on November 27, 2020  
110. 5. 5本校109學年度第2次學生事務會議修正通過  
Amended and approved at the 2nd the Student Affairs Council meeting on May 5, 2021

- 一、 依據國立中山大學學則之規定，訂定本規定。
  - I. These guidelines are formulated in accordance with the *Academic Regulations*.
- 二、 學生因婚、喪、疾病、心理不適、生理期不適、懷孕妊娠、哺育幼兒或其他重大事由，得檢具證明文件辦理請假。
  - II. Students may apply for leave of absence with relevant documentation for reasons such as marriage, bereavement, illness, mental distress, discomfort during menstrual period, pregnancy, childcare, or other significant circumstances.
- 三、 學生請假應填具請假單。
  - III. Students shall submit the completed leave application form when taking leave.
- 四、 學生因故不克如期辦理註冊手續，應親自或委託他人向導師及系（所）主管提出請假申請，請假期間以兩週為限。
  - IV. Students unable to complete their enrollment on time shall submit their leave application to their mentor and the head of their affiliated department/institute, or delegate a third party to do so. Such leave of absence shall not exceed two weeks.
- 五、 學生因故不能上課，應親自或委託他人向當日任課教師請假，並於2日內完成請假手續；請假3日以上者，應於請假結束後2日內檢具相關證明文件，向任課教師、導師及系（所）主管提出請假申請。
  - V. Students unable to attend a class shall either inform the teaching faculty or delegate a third party to do so and complete the leave application within two days. Students taking leave for more than three days shall submit their leave application with relevant documentation to the teaching faculty, their mentor,

and the head of their affiliated department/institute within two days after the leave ends.

- 六、公假須備妥相關證明文件在請假日前完成請假手續，特殊情形不能事前請假者，應在請假結束後2日內檢具相關證明文件補辦請假手續。
- VI. Students on official leave shall complete the leave application with relevant documentation before the scheduled leave. Students unable to complete their application in advance due to special circumstances shall complete the application with relevant documentation within two days after the leave ends.
- 七、學期考試期間請假，依本校學生考試請假及補考辦法辦理。
- VII. Students taking leave during the exam period shall be handled in accordance with *Regulations for Handling Students' Exam Leave and Retake*.
- 八、請假事由及所呈證明文件，如有虛構或偽造情事，依情節輕重論處。
- VIII. If the reason for leave of absence or corroborating documentation submitted is found fabricated or forged, the case shall be dealt with based on the severity of the circumstances.
- 九、本規定經學生事務會議通過後實施，修正時亦同。
- IX. These guidelines are approved by the Student Affairs Council before implementation. Amendments to these regulations shall follow the same procedure.

# 國立中山大學學生請假申請單

## Student's Application Form for Leave of Absence

系所 department/ institute		班級 class	年 班 grade class	學號 student ID	
姓 名 name					
請 假 類 別 type of leave	<input type="checkbox"/> 事假personal leave <input type="checkbox"/> 病假sick leave <input type="checkbox"/> 公假official leave <input type="checkbox"/> 喪假bereavement <input type="checkbox"/> 心理不適mental stress <input type="checkbox"/> 婚假marriage <input type="checkbox"/> 產假maternity/paternity leave <input type="checkbox"/> 生理期不適discomfort during menstrual <input type="checkbox"/> 家庭照護假family care <input type="checkbox"/> 其他others_____				
請 假 事 由 reason					
請 假 日 期 date(s)	年 月 日 時起 年 月 日 時止 共 天，共 節 from yyyy/mm/dd/time to yyyy/mm/dd/time Total: ___ day(s) and ___ class(es) missed				
請 假 期 間 課 目 名 稱 courses missed during leave					
月/日 date (mm/dd)	課 目 名 稱 course title	任 課 教 師 簽 章 signature/stamp of the teaching faculty		備 註 notes	
請假三日(含)以上師長核章欄 Signature/Stamp is needed if taking leave for more than three days.					
導 師 mentor		系 主 任 ( 所 長 ) chair of the department/institute			

期末考試期間請假請加會教務處，以利安排補考及成績結算相關事宜。  
Please notify the Office of Academic Affairs if the leave taken is during the mid-term or final, so that the office can address matters related to make-up tests and grade calculation.

教 務 處  
Office of  
Academic  
Affairs

學生請假單申請核章流程：

Procedure for submitting a student leave application:

1. 請假天數二日(含)以內:申請人→任課教師→簽核完畢請假單由學生自行保管。
  - i. Students taking leave up to two days (inclusive) shall keep their leave application form verified with the signature of the teaching faculty.
2. 請假天數三日(含)以上檢具證明:申請人→任課教師→導師→系主任(所長) →簽核完畢請假單由學生自行保管。
  - ii. Students taking leave for more than three days (inclusive) shall submit their leave application form with relevant documentation to the teaching faculty, their mentor, and the head of their affiliated department/institute. After completing the said procedure, the students shall keep their leave application form.