香港教育大學
The Education University
of Hong Kong

請假申請表格
Leave Application Form

申請須知Important Notes：

1. 學生如因任何情況缺席超過課堂的總節數30%，請預先通知任教老師及透過本表格預先獲得課程統籌主任的批准。請填妥本表格的第一及第二部份連同有關證明文件交回國際教育學系辦公室(大埔校園 D1-1/F-08) 。

   In special circumstances where students need to take a leave of absence for more than 30% of scheduled classes/lectures, students are required to inform the course lecturers in advance and obtain prior approval from the Programme Leader. Please complete Section I and II of this form and submit it to the General Office of Department of International Education (D1-1/F-08, Tai Po Campus)

2. 課程統籌主任會按序審批各申請。事務處將盡快通知學生申請結果。

   The Programme Leader will process each application accordingly and the notification of results will be informed to you by the Programme Office as early as possible.

3. 此表格所收集的資料將用以處理有關閣下之申請，所提供的資料於保留一段時間後將全部銷毀。

   The personal data provided in this form will be used only for the purpose of processing this application. All information provided will be destroyed when no longer required.

第一部分 **Section I**	個人資料 （由學生以正楷填寫） **Personal Particulars** (to be completed by student in BLOCK LETTERS)

學生姓名 Student Name	英文 English:		中文 Chinese:
稱銜*　先生/太太/女士/小姐 Title*:　Mr/Mrs/Ms/Miss	學生編號 Student No.:		課程編號 Programme Code:
課程名稱 Programme Title:			入學年份 Year of Admission:
日間聯絡電話 Day-time Contact Tel No.:			電郵 Email:
通訊地址 Correspondence Address:			

* 請刪去不適用者。 *Please delete whichever is inappropriate.*

第二部分 **Section II**	請假申請詳情 （由學生填寫） **Leave Application Details** (to be completed by student)

1. 本人因特殊情況現申請由＿＿＿＿＿＿（日/月/年）至＿＿＿＿＿＿（日/月/年）缺席以下課節：
   I am applying for taking a leave of absence from ＿＿＿＿＿＿ (DD/MM/YY) to ＿＿＿＿＿＿
   (DD/MM/YY) during which the following session(s) will be involved:

科目編號及名稱 Course Code & Title	缺席日期 Date of Leave	同一科目曾缺席的日期 Date(s) that had been absent of the course	導師姓名 Name of Course Lecturer

2. 請假申請原因：
   Reason(s) for Leave of Absence:

3. 本人附上＿＿＿＿＿頁證明文件，以支持本人的申請。
   I attach ＿＿＿＿＿ page(s) of documentary evidence in support of my application.

4. 本人明白如本申請獲得課程統籌主任批准，該缺席的日數同樣會用作計算本人是否符合有關科目指定的出席率要求。
   I understand that in case this leave application is approved by the Programme Leader, the leave days approved will also be counted as the number of days absent in the attendance requirement of the related course.

5. 本人聲明以上所述資料、夾附信函及證明文件，皆屬真實無誤。
   I declare that all the information given above and the letters and documentary evidence enclosed are to the best of my knowledge accurate and complete.

學生簽署：　　　　　　　　　　　　　　　　　　　　　　日期：
Signature of Student: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿　　Date: ＿＿＿＿＿＿＿＿＿＿＿

Section III	For Programme Use Only

Application: * <u>Approved / Not Approved.</u> (* *Please delete whichever is inappropriate.)*

Comments (if any): _____

_____

Signature of Programme Leader: _____ Date: _____

Name of Programme Leader: _____

_____

To be completed by Programme Office staff:

1. Informed student on   _____

2. Informed course lecturer(s) on: _____

3. Handled by: _____