

銘傳大學學務處考試假申請核准單

批號 (No.): _____

MCU Student Affairs Division Leave Application for Exams

原班級代號: _____ 學號: _____ 學生姓名: _____
(Class No.) (Student I.D.) (Name)

請假期間自 _____ 月 _____ 日 _____ 節 至 _____ 月 _____ 日 _____ 節
(Leave from) (mo) (day) (period to) (mo) (day) (period) (Type of Leave) (Type of Exam)

上網預選序號 On-line Assigned Serial No.	選課班級代號 Selected Class Section No.	科目代號 Course No.	科目名稱 Course	批示 Approval
請假事由 Reason for Leave				轉發意見 Comments
簽章: (家長、教官、導師、系主任其中任一即可)				

Signature: (A signature is required from one of the following: parent, class advisor, military training office or department director.)

備註: 須於考試後二日內, 上網辦理考試請假登記並列印考試假申請核准單, 檢附相關證明文件或因病者須附我政府核定醫療機構之診斷證明書, 送至學務處生輔組 (桃園校區學務組) 審核後, 專案簽請校長核准。

NOTE: Students need to download and fill in this "Leave Application for Exams" form. Then turn in the completed form together with the related documents (doctor's certificate is required for sick leave application) to the Student Advising Section of the Student Affairs Division (or Student Affairs Section on the Taoyuan Campus) for approval within two days after the missed exam.

【紙本個人資料, 僅限於請假使用, 非經當事人同意, 亦不會公佈任何資訊, 並遵循本校資料保存與安全控管辦理。
本表單蒐集之個人資料, 僅限於請假使用, 非經當事人同意, 亦不會公佈任何資訊, 並遵循本校資料保存與安全控管辦理。

The personal information collected on this form is used only for student affairs division leave application for exam. Without student's express agreement, this information will not be used for any other purpose, nor will it be publicized, in accordance with the university's data storage and security control management procedures.

* 聯絡電話 (Contact Phone No.) _____ 學生簽章 (Signature) _____