

銘傳大學學務處公假申請單

MCU Student Affairs Division Official Permission for Absence Application Form

主辦單位 Sponsoring Unit: _____

批號[Internal Number: _____]

【紙本個資宣告】

本表單蒐集之個人資料，僅限於請假使用，非經當事人同意，不轉做其他用途，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. 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.

上網序 號 Online Serial Number	日期 Date	班級代號 Class Section	學號 Student ID Number	學生簽章 (Signature)	節次 Class Period																					
					01	02	03	04	20	05	06	07	08	09	40	50	60	70								
公假人數 No. students receiving official leave	總人數 Total: _____ students				公假時數整計 Hours of official leave	總時數 Total: _____ hours																				
公假事由 Reason for official leave:																										
指導老師 Activity Advisor													單位主管 Unit Director													