

### 教育及人類發展學院 Faculty of Education and Human Development

## 請假申請表格 Leave Application Form

#### 申請須知 Important Notes:

 倘若因特殊情況缺席超過7天<sup>^</sup> 但少於一個學期,請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分,連 同有關證明文件向有關科目導師獲取支持及簽署,最後交回教育及人類發展學院事務處(大埔校園 D1-G/F-02 室)或將軍澳教學中 心事務處。

Where special circumstances require you to take a leave of absence exceeding 7 days<sup>^</sup> but less than one semester, please seek prior approval from the Programme Coordinator by <u>completing Sections I and II of this form, obtaining support and signatures from the relevant course</u> lecturers together with relevant supporting documents and returning it to the Faculty Office of Faculty of Education and Human Development (Room D1-G/F-02, Tai Po Campus) or the Tseung Kwan O Study Centre Office.

#### 課程統籌主任會按序審批各申請。學院事務處將盡快通知學生申請結果。

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

## ^ 意指連續7個曆日,即包括星期天及公眾假期。

denotes 7 consecutive calendar days including Sundays and Public Holidays.

第一部分	個人資料 (由學生以正楷填寫)
Section I	Personal Particulars (to be completed by student in BLOCK LETTERS)
學生姓名 Name of S	Student

英文 English:						中文 Chinese:		
biigiisii姓	姓 Surname			名 Other Name	s			
課程名稱及編號 Programme Title & Code:								
就讀年份 Year of Study:					主編號 Student N	o.:		
聯絡電話號碼 Contact Phone No: 電郵地址 Email Address:								
第二部分 請假申請詳情 (由學生及有關導師填寫) Section II Leave Application Details (to be completed by student and relevant course lecturers)						rse lecturers)		
<ol> <li>本人因特殊情况現申請由 (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) 至 (DD/MM/YY) during which the following session(s) will be involved:</li> </ol>								
科目編號及名稱 Course Code & Title	缺席日期 Date of Leave	1.11	時間 n Time 至 To	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	此雨欄由導師 To be completed by Co 請圖出適用者 Please circle whichever is appropriate	X	
						支持/反對 Support/Not Support		
						支持/反對		

Support/Not Support

		課節	時間	同一科目曾缺		此兩欄由導師	,. <b>.</b>
科目编号及名称	缺席日期	Session Time		席的日期	導師姓名	To be completed by Course Lectur	
Course Code &	Date of	由	至	Date(s) that had	Name of Course	請圈出適用者	導師簽署
Title	Leave	From		been absent of	Lecturer	Please circle whichever	Signed by
				the course		is appropriate	Course Lecturer
						支持/反對	
						Support/Not Support	
						支持/反對	
						Support/Not Support	
						支持/反對	
						Support/Not Support	
						支持/反對	
						Support/Not Support	

\* 導師考慮支持與否時,請留意有關缺席是否影響此學生(1)完成有關科目的測驗、考試或其他評核活動;或(2)達到 有關科目及/或課程的出席率要求〔如適用〕。

When Course Lecturers consider giving support or not, please check whether such absence will affect the student's (1) completion of class test/ examination/ other assessment tasks of the relevant course; or (2) attainment in the relevant course and/or programme attendance requirement [if applicable].

2. 本人附上 \_\_\_\_\_ 頁信函及證明文件,詳列申請原因,以支持本人的申請。 I attach \_\_\_\_ page(s) of letters and documentary evidence in support of my application.

## 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課程及/或科目指定的 出席率要求。

I understand that in case this leave application is approved by the Programme Coordinator, the leave days approved will also be counted as the number of days absent in the attendance requirement of the related programme and/or course.

# 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 Faculty Office Use O	nly			
Application * Application	pproved / Not Approved.	* Please delete whichever is inappropriate.			
Signature of Progra	mme Coordinator:	Date:			
	(Name:	)			
Comments (if any):					
To be completed by Faculty Office staff:					
Informed student or	n: (Date)				
Informed course led	eturer(s) on:	(Date)			
Handled by:	(Name)				