

科目編號及名稱 Course Code & Title	缺席日期 Date of Leave	課節時間 Session Time		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	此兩欄由導師填寫* To be completed by Course Lecturers*	
		由 From	至 To			請圈出適用者 Please circle whichever is appropriate	導師簽署 Signed by 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].

- 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 Only
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Application * Approved / Not Approved. * Please delete whichever is inappropriate.

Signature of Programme Coordinator: _____ Date: _____
(Name: _____)

Comments (if any): _____

To be completed by Faculty Office staff:

Informed student on: _____ (Date)
Informed course lecturer(s) on: _____ (Date)
Handled by: _____ (Name)