香港教育大學
The Education University of Hong Kong

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：

1. 倘若因特殊情況缺席超過 7 天^ 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^ but less than one semester, please seek prior approval from the Programme Coordinator by **completing Sections I and II of this form, obtaining support and signatures from the relevant course 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**.

2. 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 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 Name of Student

英文
English: _____   中文 Chinese: _____
　　　　姓 Surname　　　　名 Other Names

課程名稱及編號 Programme Title & Code: _____

就讀年份 Year of Study: _____   學生編號 Student No.: _____

聯絡電話號碼 Contact Phone No: _____   電郵地址 Email Address: _____

第二部分 Section II	請假申請詳情 （由學生及有關導師填寫） Leave Application Details (to be completed by student and relevant course lecturers)

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) 至 _____ (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	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	

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].

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.

3. 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.

4. 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:
Signature of Student: _____   日期:
                                                            Date: _____

Section III	For Faculty Office Use Only

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)