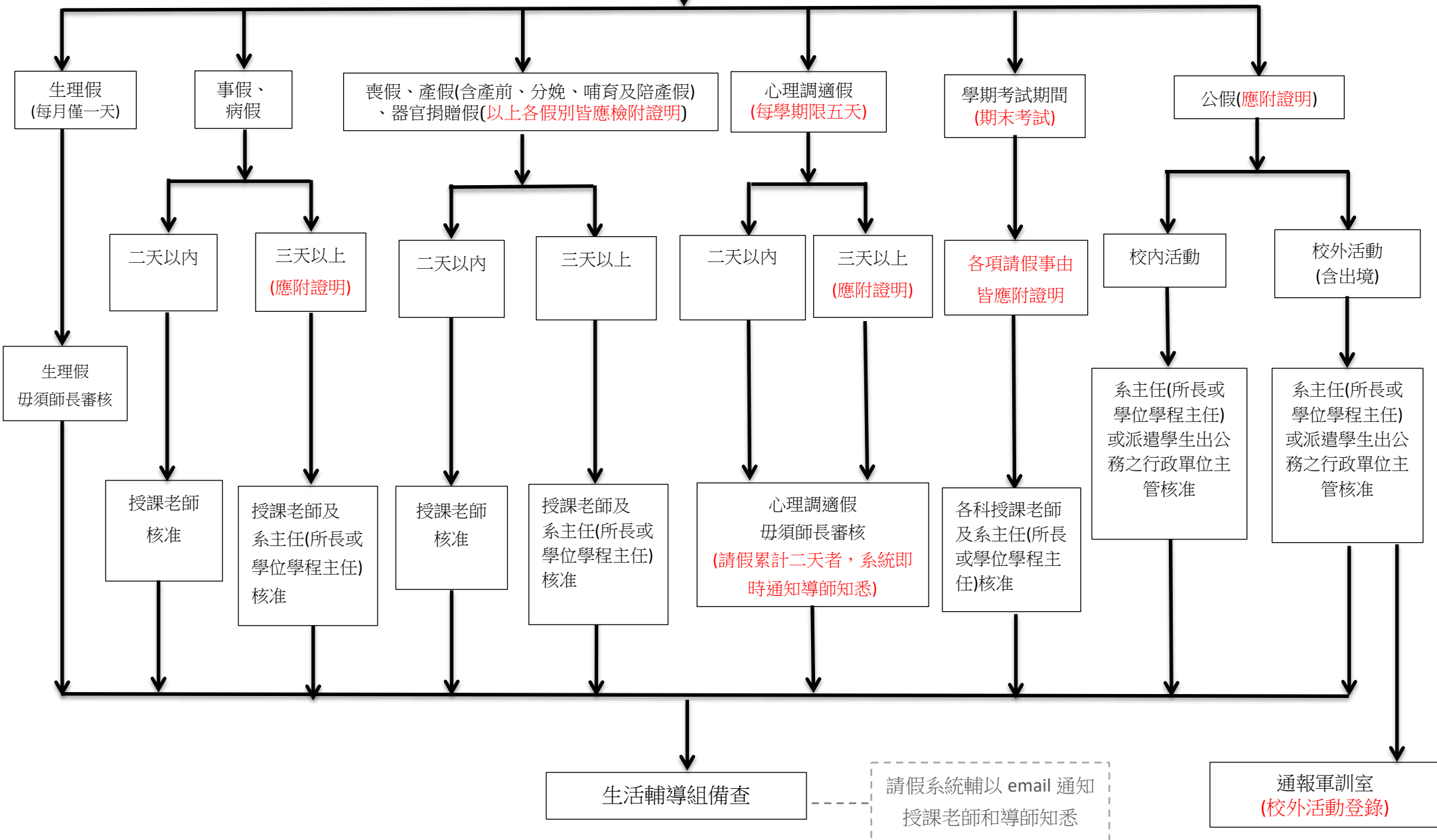


# 學生請假 - 准假簽核流程說明

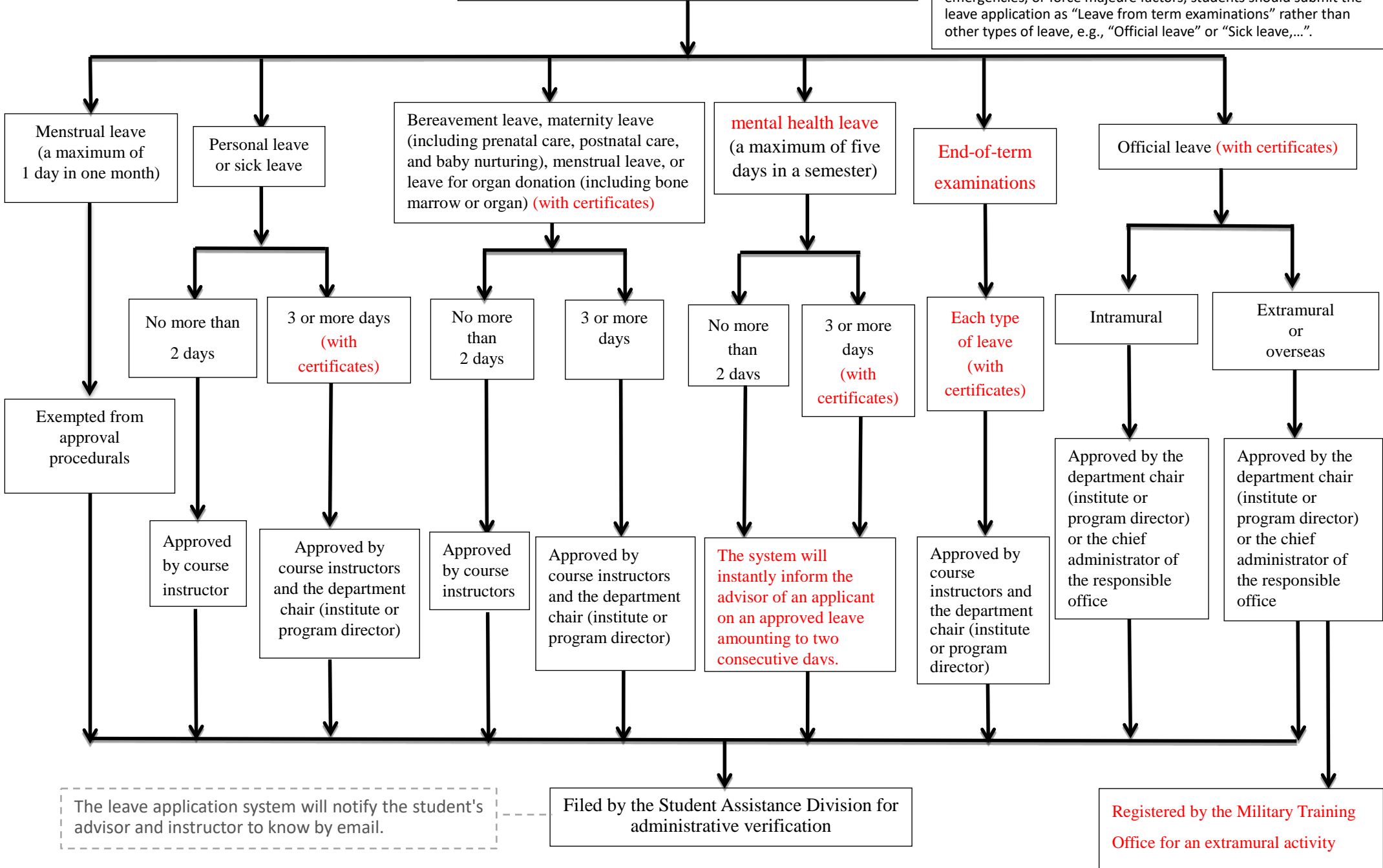
「學生請假辦法」第六條 學期考試期間不得請假。  
【說明：期末考試期間，如遇重大、緊急情況或不可抗力因素需請假時，應以「學期考試假」提出申請，而非「其他假別 (ex.公假、病假、...)」。



★ 學生請假申請應至「學生請假系統」登錄，如有不可抗力因素以致無法線上申請時，請改以紙本請假。

# NCKU Student Leave Application Flow Chart

**Regulations for Student Leave of Absence:**  
 Article 6. Leave-taking during semester examinations is prohibited.  
 Note: During end-of-term examinations, if there are major emergencies, or force majeure factors, students should submit the leave application as "Leave from term examinations" rather than other types of leave, e.g., "Official leave" or "Sick leave,....".



★ Applications should be submitted and processed online. Applicants who fail to apply online due to unforeseen contingencies are allowed to submit a written application for approval.