

National Cheng Kung University

Student Leave Management System

NCKU students shall apply for a leave of absence online,
starting from the fall
semester of the 2017-18 academic year.

Responsible Office: The Student Assistance Division under the Office of Student Affairs

Responsible staffer: Hsieh, Yen-Chu, ext. 50340

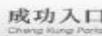
Date of Presentation Update: September 11, 2024



國立成功大學學生請假系統



登入

使用  國立成功大學  成功入口 登入

使用帳號密碼登入

帳號 學號/識別證號

密碼 同成功入口/行政e化

驗證碼

0325

登入 忘記密碼

附註:系統通知信發送的email為人事室職員資料庫，如需修正請洽人事室分機50850
Note: Notifications from the system shall be delivered to your email address registered on the database of employees monitored by the Personnel Office.
Please contact the office at ext. 50850 if you need to change your email address.

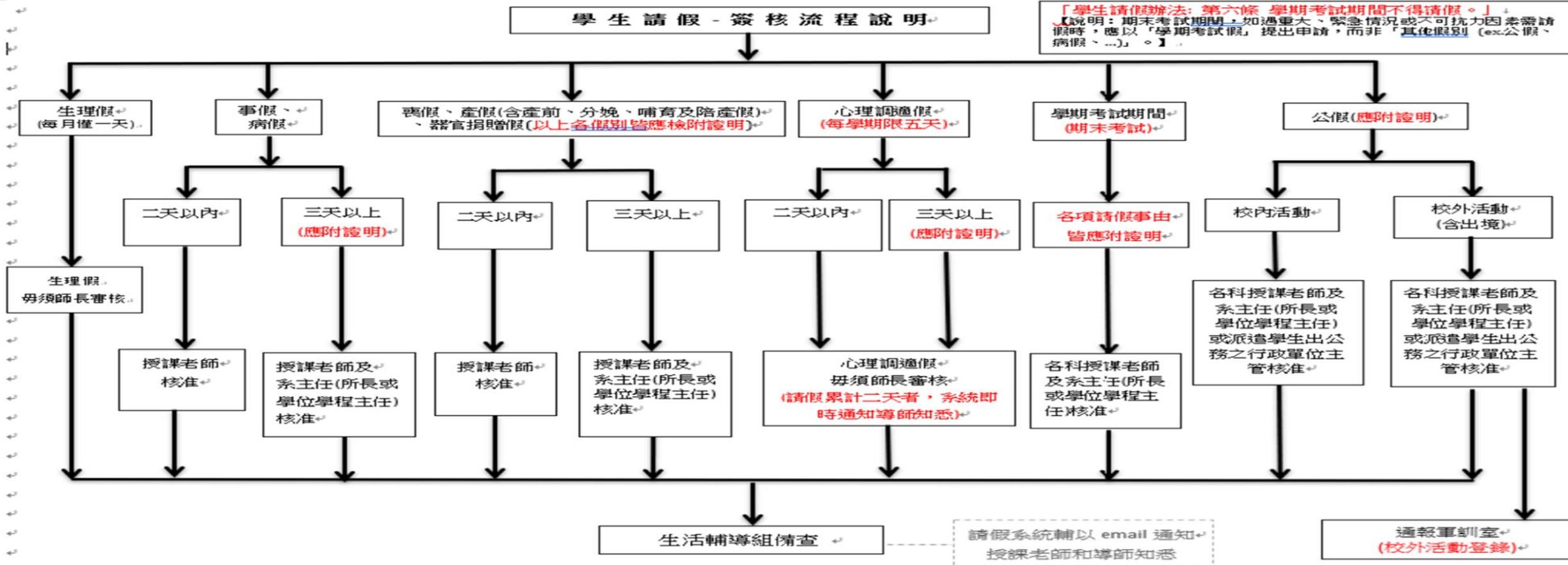
版權所有：國立成功大學 | 住址：70101 台南市東區大學路一號 | 電話:(06)2757575 ext 50340

服務時間:週一~ 週五 08:00~17:00 | Copyright (c) 2019 National Cheng Kung University all rights reserved

瀏覽本站建議使用1024×768解析度，服務信箱: z8809006@email.ncku.edu.tw | 開發單位：成功大學計網中心 資訊系統發展組

Login : NCKU Homepage → Cheng Kung Portal → Student Leave Application Online system <http://leavesys.ncku.edu.tw> (scheduled to begin operation from September 27)

首頁 Home Page / 假單簽核流程說明
Student leave application flowchart



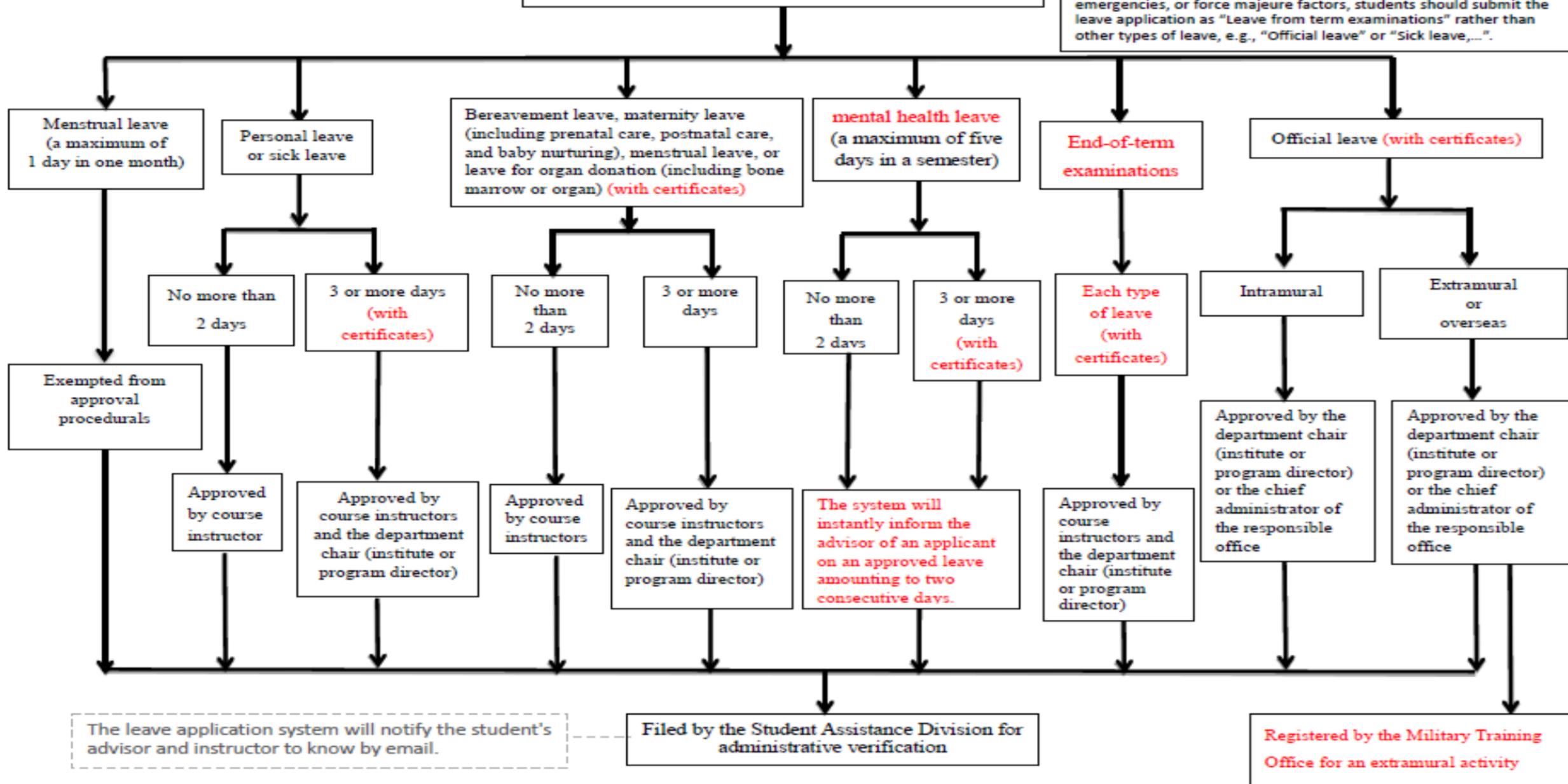
★ 學生請假申請應至「學生請假系統」登錄，如有不可抗力因素以致無法線上申請時，請改以紙本請假。

After login, please read “the NCKU Student Leave Application Flow Chart” and select the type of leave under the link of Leave Application: select Official Leave or Non-official Leave.

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.

The slide features several decorative sun icons. There are three suns in the top right corner, three in the bottom left corner, and one in the bottom right corner. The suns have a central circle with a dotted pattern and eight triangular rays around it.

I. Non-official Leave Application (Students)

Select “Type of Leave” and please read “Instructions for Type of Leave” and “Important Notes” to safeguard your rights and interests.

首頁 Home Page / 假單申請-非公假
Non-official Leave Application

登入者:

中文版 English

To protect your rights and interests, please read the following notes for your leave application.

1. Applications for leave of absence, except an application for sick leave, menstrual leave or mental health leave, should be submitted for approval in advance of the leave. In case of severe illness, emergency, or unforeseen contingencies, applicants will be allowed to complete the designated form, which shall be approved by course instructors before being processed by the Student Assistance Division.
2. Applications for leave during the end-of-term examination period (with certificates) shall be approved by course instructors and the department chair(or director of the graduate institute or the program).
3. Applications shall be submitted with relevant certificates or documents for approval, which shall be uploaded online. Those found to be incomplete or inconsistent with attachments shall not be processed.
Submitted certificates should be titled in Chinese, English, or numerals. Do not use other symbols.
4. If the roster of course instructors is not finalized in the first week of classes, applicants should submit their applications from the second week. An overdue application shall be processed according to the instruction in Rule No. 1.

Select type of leave based on your reasons.

姓名 Name of applicant	<input type="text"/>	學號 Student ID No.	<input type="text"/>
系所 Department/Institute	<input type="text"/>	年級 Year of study	<input type="text"/>
請假假別 Type of leave	<div style="border: 1px solid red; padding: 5px;"><p>心理調適假 mental health leave (每學期以五天為限) a maximum of five days in a semester</p><p>事假 Personal leave(應事先申請 requiring prior approval)</p><p>病假 Sick leave</p><p>因疫(COVID-19)無法到課 absence due to COVID-19 Prevention</p><p>產假 Maternity leave(含產前、分娩、哺育及陪產假 including prenatal care, postnatal care, baby nurturing, and paternal leave)</p><p>喪假 Bereavement leave</p><p>學期考試假 Leave from term examinations</p><p>器官捐贈假 Leave for organ donation(含骨髓、器官 including bone marrow and organ)</p><p>研討會 (Seminar) 其他 (如徵事等) Other</p></div>		
活動地點 Venue of activity			
請假事由 Reasons			
事由類別 Type of Reason			
行動電話 Mobile Phone No.	<input type="text"/>		
常用信箱(系統通知用) Frequently-used	<input type="text"/>		

Please select “Type of Leave” and please read “Instructions for Type of Leave” and “Approval Procedures”.

說明 Explanation

1. 事假三天以上須檢具相關證明文件(請以電腦上傳附件)。
2. 請假天數准假程序：(1)二天以內：由各科授課老師核准。(2)三天以上：由各科授課老師及系主任（所長或學位學程主任）核准。

1. Applications for personal leave for more than three days shall be submitted with I certificates. Attachments shall be uploaded online.
2. Approval procedures:
 - (1) No more than two days: approved by course instructors.
 - (2) Three or more days: approved by course instructors and the department chair (institute or program director).

說明 Explanation

1. 病假三天以上，須檢具醫療院所相關證明(請以電腦上傳附件)。
2. 請假天數准假程序：(1)二天以內：由各科授課老師核准。(2)三天以上：由各科授課老師及系主任（所長或學位學程主任）核准。

1. Applications for sick leave for more than three days shall be submitted with a medical certificate issued by the hospital or clinic. Attachments shall be uploaded online.
2. Approval procedures:
 - (1) No more than three days: approved by course instructors and the academic advisor.
 - (2) More than three days: approved by course instructors, the academic advisor, and the department chair (institute or program director).

Please complete all required columns in order. Submission will fail with uncompleted columns.

姓名 Name of applicant	<input type="text"/>	學號 Student ID No.	<input type="text"/>
系所 Department/Institute	<input type="text"/>	年級 Year of study	<input type="text"/>
請假假別 Type of leave	<input type="text"/>		
活動地點 Venue of activity	<input checked="" type="radio"/> 校內 Intramural <input type="radio"/> 校外 Extramural <input type="checkbox"/> 出境 Overseas <input type="text" value="請填國家及地區名稱 Country/Region"/>		
請假事由 Reasons	<input type="text"/>		
事由類別 Type of Reason	<p>※請同學正確勾選事由類別，以完整在校學習紀錄 Written application received and filed by Student Assistance Division</p> <p><input type="checkbox"/> 旅遊(Travel) <input type="checkbox"/> 競賽(Contest) <input type="checkbox"/> 參訪(Visit) <input type="checkbox"/> 實習(Intern) <input type="checkbox"/> 受訓(Training) <input type="checkbox"/> 志工(Volunteer) <input type="checkbox"/> 短期交換學習(Short-term exchange student) <input type="checkbox"/> 工讀(Work study) <input type="checkbox"/> 擔任主持人(Serving as a host) <input type="checkbox"/> 社群 / 社團活動(Community/Club activity) <input type="checkbox"/> 研討會 (Seminar) <input type="checkbox"/> 其他 (如假單事由) Other</p>		
行動電話 Mobile Phone No.	<input type="text"/>		
常用信箱(系統通知用) Frequently-used email (for notification)	<input type="text"/>		
請假日期 Duration of Leave	<input type="text" value="yyyy-mm-dd"/> ~ <input type="text" value="yyyy-mm-dd"/>	<input type="text" value="查詢請假區間課程 Course search"/>	
	【註：課程之主要授課老師欄位，請勾選請假當日之上課老師。】 (Note: Please select your course instructors in the designated column.)		
請假日數 Total days of leave	<input type="text" value="0"/>	<input type="text" value="計算請假天數 Days of leave calculation"/>	<input type="text" value="重新勾選課程 Re-select courses"/>
逾期理由(事假應事先申請) Reasons for overdue application	<input type="text"/>		
上傳證明文件 Uploading files (請假日數三天以上 for more than three days) (png/jpg/jpeg/pdf)	<p>注意：證明文件須有明確的「活動日期」及「請假人姓名」，避免被遺件 Note: A certificate uploaded for a leave application must specify the date of activity and the name of applicant lest it should be rejected by the system.</p> <p><input type="text" value="選擇檔案"/> 未選擇任何檔案 <input type="text" value="上傳 Upload"/></p>		

Personal Leave Application Examples and Instructions (1):

★重要提醒(1)：請假單送出申請後，未於請假申請日次日起算20天內完成准假程序，系統將自動退件(請同學務必與師長保持聯繫並留意簽核時程)。
如遇退件且仍需補請假者，應於系統中重新填單申請。

姓名 Name of applicant	<input type="text" value="測試生"/>	學號 Student ID No.	<input type="text" value="test"/>
系所 Department/Institute	<input type="text" value="test"/>	年級 Year of study	<input type="text" value="1"/>
請假假別 Type of leave	<input type="text" value="事假 Personal leave(應事先申請 requiring prior approval)"/>		
請假事由 Reasons	<input type="text" value="旅遊"/>		
出境 Overseas	<input type="radio"/> 無 No <input checked="" type="radio"/> 有 Yes <input type="text" value="美國"/>		
行動電話 Mobile Phone No.	<input type="text" value="0900111111"/>		
常用信箱(系統通知用) Frequently-used email (for notification)	<input type="text" value="z8809006@email.ncku.edu.tw"/>		
	<input type="text" value="2018-09-18"/> ~ <input type="text" value="2018-09-19"/>	<input type="button" value="查詢請假區間課程 Course search"/>	

All columns must be completed. Submission will fail with uncompleted columns.

Please select duration of leave (and check out courses scheduled during the period of leave).

Personal Leave Application Examples and Instructions (2):

1. Check out the courses scheduled for dates during the period of leave and select the ones for the leave application

2. Select the courses for the application: Select one item (Select) or all items (Select all). Re-select is allowed.

資料處理中，請稍候 Please wait for data processing.

勾選	日期 Date	星期 Day	節次 Session	課程名稱 Course title	主要授課老師 Instructor	分機 Telephone extension	備註 Remarks
<input type="checkbox"/>	2018-09-12	三	3	管理學 MANAGEMENT			授課老師名單:
<input type="checkbox"/>	2018-09-12	三	9	線性代數 LINEAR ALGEBRA			
<input type="checkbox"/>	2018-09-13	四	4	統計學(一) STATISTICS (1)			
<input type="checkbox"/>	2018-09-13	四	5	統計學(一) STATISTICS (1)			
<input type="checkbox"/>	2018-09-13	四	9	法文(三) FRENCH(3)			
<input type="checkbox"/>	2018-09-13	四	10	法文(三) FRENCH(3)			

網頁訊息



查詢成功! Completed

確定

請假日數

0

Total days of leave

計算請假天數 Days of leave calculation

重新勾選課程 Re-select courses

Personal Leave Application Examples and Instructions (3):

2018-09-12 ~ 2018-09-13 查詢請假區間課程 Course search

勾選	日期 Date	星期 Day	節次 Session	課程名稱 Course title	主要授課老師 Instructor	分機 Telephone extension	備註 Remarks
<input checked="" type="checkbox"/>	2018-09-12	三	3	管理學 MANAGEMENT			
<input checked="" type="checkbox"/>	2018-09-12	三	9	線性代數 LINEAR ALGEBRA			
<input checked="" type="checkbox"/>	2018-09-13	四	4	統計學(一) STATISTICS (1)			
<input checked="" type="checkbox"/>	2018-09-13	四	5	統計學(一) STATISTICS (1)			
<input checked="" type="checkbox"/>	2018-09-13	四	9	法文(三) FRENCH(3)			
<input checked="" type="checkbox"/>	2018-09-13	四	10	法文(三) FRENCH(3)			

請假日期
Duration of Leave

請假日數
Total days of leave

2

計算請假天數 Days of leave calculation

重新勾選課程 Re-select courses

全選 Select all
取消 Cancel

After selecting all courses scheduled for the two-day duration of leave from September 12 to 13, please submit your application for approval by your instructor and advisor.

Personal Leave Application Examples and Instructions (4):

請假日數
Total days of leave

2

計算請假天數 Days of leave calculation

重新勾選課程 Re-select courses

逾期理由(爭假應爭先申請)
Reasons for overdue application

上傳證明文件
Uploading files
(請假日數三天以上 for more than three days)
(png/jpg/jpeg/pdf)

上傳 Upload

送出請假單 Submit

說明 Explanation

資料有誤：
逾期理由尚未填寫 Reasons unspecified for an overdue application

Close

Submission failed???

An application for personal leave shall be submitted for approval in advance of the leave.
The duration of leave was between September 12 and 13. The application was submitted on September 15. → Overdue!

You should specify reasons for overdue submission before submitting the application for approval.

Personal Leave Application Examples and Instructions (5):

請假日數 Total days of leave	<input type="text" value="2"/>	計算請假天數 Days of leave calculation	重新勾選課程 Re-select courses
逾期理由(事假應事先申請) Reasons for overdue application	<input type="text" value="家中臨有要事處理，忘記提出請假申請。"/>		
上傳證明文件 Uploading files (請假日數三天以上 for more than three days) (png/jpg/jpeg/pdf)	<input type="button" value="上傳 Upload"/>		

Reasons for overdue submission have been specified.

網頁訊息

新增成功! Completed

2.

送出假單 Submit

是否確認送出假單? Submission Confirmed

1.

資料處理中，請稍候 Please wait for data processing

Submission completed

Personal Leave Application Examples and Instructions (6):

首頁 Home Page / 假單查詢
Leave application inquiry

1. Upon submission, you are allowed to check out review results under the link of Student Leave Application Inquiries.

隱藏查詢條件設定 Hide query conditions ▲

--請選填查詢項目 Select queries ▼

查詢 Search

清除 Delete

2. Checkout → Check out the review results of each application .

查看明細 Checkout

刪除 Cancel

3. You are allowed to delete/cancel a mistaken or unnecessary application. (Please delete with care. If a required application is deleted, you are allowed to submit a new application.)

	單號 Serial No ▼	假單假別 Type of leave	請假日期(起) Duration (from)	請假日期(迄) Duration (to)	天數 No. of Days	審核狀態 Approval Status	審核人員 Approval Authority	逾期時間 Overdue Time	Department
1	107090059	器官捐贈假 Leave for organ donation	2018-09-11	2018-09-13	2	授課老師審核中 Under review by instructors	授課老師 instructors	2018-10-03	工資系
2	107090057	事假 Personal leave	2018-09-19	2018-09-19	1	授課老師審核中 Under review by instructors	授課老師 instructors	2018-10-03	工資系

Personal Leave Application Examples and Instructions (7):

課程審核狀態 Instructor approval status

You are allowed to check out review results and keep in contact with your instructors and advisor to facilitate the application process.

	日期 Date	星期 Day	節次 Session	課程名稱 Course title	課程名稱(英文) Course title (English)	老師名稱 Instructor	分機 Telephone extension	審核狀態 Approval status
1	2018-09-19	三	3	管理學	MANAGEMENT			授課老師審核中 Under review by instructor
2	2018-09-19	三	9	線性代數	LINEAR ALGEBRA			授課老師審核中 Under review by instructor

課程審核狀態 Instructor approval status

稱(英文) Title (English)	老師名稱 Instructor	分機 Telephone extension	審核狀態 Approval status	審核日期 Date of approval	審核時間 Time of approval	退回, 原因 Reasons for rejection
MANAGEMENT			授課老師審核中 Under review by instructors			
LINEAR ALGEBRA			授課老師審核中 Under review by instructors			

Personal Leave Application Examples and Instructions (8):

國立成功大學 National Cheng Kung University

首頁 Home Page / 假單 Leave Application

--請選填查詢項目 Select query items--

查詢 Search 清除 Delete

查看明細 Checkout 刪除 Delete

1	107090059	器官捐贈 organ donor
2	107090057	事假 Personal leave
3	107090056	事假 Personal leave
4	107090055	生理假 Medical leave
5	107090054	生理假 Medical leave
6	107090053	生理假 Medical leave

第一頁 Page 1 上一頁 Previous counts

課程審核狀態 Instructor Review Status

日期 Date	星期 Day	節次 Session
2018-09-19	三	3
2018-09-19	三	9

假單明細 Details of Leave Application

單號 Serial No.	107090056		
假單假別 Type of leave	事假 Personal leave		
假單事由 Reasons	事由		
姓名 Name	<input type="text"/>	學號 Student ID No	<input type="text"/>
系所 Dept./Institute	<input type="text"/>	年級 Year of Study	2
出境 Overseas	<input checked="" type="radio"/> 否 No <input type="radio"/> 是 Yes	國家/地區 Country/Region	<input type="text"/>
請假區間 Duration	2018-09-19 2018-09-19	天數 No. of days	1
連絡電話 Phone No	0911		
常用信箱 Frequently-used email	<input type="text"/>		
逾期理由 Reasons for overdue application	事由		
上傳文件 Uploading files	預覽檔案 File preview		
退回，原因 Reasons for rejection:			

Select "Checkout" to read the details of your application and review results.

審核者 Approval authority	處理時間 Processing Time	處理結果 Processing Results
	20180919 13:57:24	假單送出

關閉 close

登入者 Login :
2018-10-03 工資系
2018-10-03 工資系
2018-10-03 工資系
2018-10-03 工資系
2018-10-03 工資系
2018-10-03 工資系
Total pages 總計 36 筆 Total

審核狀態 Approval status
授課老師審核中 Under review by instructor
授課老師審核中 Under review by instructor



II.

official Leave Application (Students)



Select “Type of Leave” and please read “Instructions for Type of Leave” and “Important Notes” to facilitate the application process.

國立成功大學
National Cheng Kung University

假單查詢
Leave application inquiry

假單申請
Leave application

相關說明文件
Related instructions

登出
Logout

國立成功大學學生課

首頁 Home Page / 假單申請-公假
Student Leave Application Official
Leave Application

登入者 Login :

中文版 English

To protect your rights and interests, please read the following notes for your leave application.

★ Please use the " Student Official Leave Approval Form (Sample)" to avoid being returned due to "defective documents".

1. Applications for official leave should be submitted for approval in advance of the leave. In case of severe illness, emergency, or unforeseen contingencies, applicants will be allowed to complete an application for official leave within 5 days from the last day of the leave. Those who submit an overdue application shall specify reasons in the designated form, which shall be approved by the department chair (graduate institute or program director) or the chief administrator of the office responsible for the leave before being processed by the Student Assistance Division.
2. Applications for official leave shall be submitted with relevant certificates or documents for approval. Please refer to example instructions. Applicants must upload attached documents online. Those found to be incomplete or inconsistent with attachments shall not be processed. Applicants who fail to provide valid certificates or documents shall download and complete the NCKU Student Official Leave Approval form, which shall be approved by instructors from the department, institute, or college, or by officials from the responsible unit. The completed form shall be submitted online as a certificate before an application for official leave is approved and completed. Submitted certificates should be titled in Chinese, English, or numerals. Do not use other symbols.

★重要提醒(2)：請假單送出申請後，未於請假申請日次日起算20天內完成准假程序者，系統將予自動退件(請同學務必與師長保持聯繫並留意簽核時程)。如連退件且仍需補請假者，應於系統中重新填單申請。

姓名 Name of applicant	<input type="text"/>	學號 Student ID No.	<input type="text"/>
系所 Department/Institute	<input type="text"/>	年級Year of study	<input type="text"/>
權責單位名稱 Unit of authority	<input type="text"/>		
活動地點 Venue of activity	<input checked="" type="radio"/> 校內 Intramural <input type="radio"/> 校外 Extramural <input type="checkbox"/> 出境 Overseas 請填國家及地區名稱 Country/Region <input type="text"/>		
請假事由 Reasons	<input type="text"/>		
事由類別 Type of Reason	※請同學正確勾選事由類別，以完整在校學習紀錄 Written application received and filed by Student Assistance Division <input type="checkbox"/> 競賽(Contest) <input type="checkbox"/> 參訪(Visit) <input type="checkbox"/> 實習(Intern) <input type="checkbox"/> 受訓(Training) <input type="checkbox"/> 志工(Volunteer) <input type="checkbox"/> 短期交換學習(Short-term exchange student) <input type="checkbox"/> 擔任主持人(Serving as a host) <input type="checkbox"/> 社群 / 社團活動(Community/Club activity) <input type="checkbox"/> 研討會 (Seminar) <input type="checkbox"/> 其他 (如假單事由) Other		
行動電話 Mobile Phone No.	<input type="text"/>		
常用信箱(系統通知用) Frequently-used email (for notification)	<input type="text"/>		
請假日期 Duration of Leave	<input type="text" value="yyyy-mm-dd"/>	~ <input type="text" value="yyyy-mm-dd"/>	<input type="button" value="查詢請假區間課程 Course search"/>
	點選「請假日期」後，務必點選「查詢請假區間課程」之按鈕，避免請假課程有誤！ Please click "Dates of Leave" and select "Courses Scheduled" for the dates during the leave. 【註：課程之主要授課老師欄位，請勾選請假當日之上課老師。】 (Note: Please select your course instructors in the designated column.)		
請假日數 Total days of leave	<input type="text" value="0"/>	<input type="button" value="計算請假天數 Days of leave calculation"/>	<input type="button" value="重新勾選課程 Re-select courses"/>

Please complete all required columns in order. Submission will fail with uncompleted columns.

★ Students must select unit of approval authority based on their reasons to submit an official leave application.

姓名 Name of applicant	<input type="text" value="測試生"/>	學號 Student ID No.	<input type="text" value="test"/>
系所 Department/Institute	<input type="text" value="test"/>	年級 Year of study	<input type="text" value="1"/>
權責單位名稱 Unit of authority	<div style="border: 1px solid black; padding: 5px;"><ul style="list-style-type: none">體育室 Physical Education Office系所學院 Department/Institute, College社團-學生活動發展組 Student Association-Student Development and Activities Division<li style="border: 1px solid red; background-color: #e0e0e0;">校內各行政單位 Administrative Units</div>		
請假事由 Reasons	<input type="text"/>		
活動地點 Venue of activity	<input checked="" type="radio"/> 校內 Intramural <input type="radio"/> 校外 Extramural <input type="checkbox"/> 出境 Overseas <input type="text" value="請填國家及地區名稱 Country/Region"/>		
行動電話 Mobile Phone No.	<input type="text"/>		
常用信箱(系統通知用) Frequently-used email (for notification)	<input type="text"/>		

Upon selection of unit of approval authority, please read Examples, Approval Procedures and Important Notes to avoid any mistake and failed submission.

說明 Description

一、事由範例：1. 協助畢業典禮。2. 協助接待高中生參訪。3. 經由校內各行政單位公告、甄選推舉參與校內、外各項活動。
4. 校內各行政單位委任、邀請協助各項活動事務等。

二、准假程序：(1) 經行政承辦人員、單位主管核准。(2) 如為校外活動(含出境)：須經軍訓室-校園安全登錄後，再由生活輔導組備查

★重要提醒 如為校外活動須於假單送出後，務必下載「校外活動登錄表」填寫印出後送交軍訓室，以完成「校外活動登錄程序」，保障您的權益。
【如為團體活動，務必轉知領隊(隊長或帶隊師長)代表填寫一份即可】

Examples:

1. Working as an assistant for the administration of a commencement ceremony.
2. Working as a receptionist of high school students on a tour of NCKU.
3. Selected by an NCKU administrative unit according to its publicized notice to participate in an intramural or extramural event.
4. Commissioned or invited by an NCKU administrative unit to work for its administration of an event.

Close

姓名 Name of applicant	<input type="text"/>	學號 Student ID No.	<input type="text"/>
系所 Department/Institute	<input type="text"/>	年級 Year of study	<input type="text"/>
權責單位名稱 Unit of authority	校內各行政單位 Administrative Units 姓名 Name <input type="text" value="謝%珠"/> 搜尋 Search 單位 Unit: <input type="text" value="學務處生活輔導組-謝... (H h, Y -C)"/>		
活動地點 Venue of activity	<input checked="" type="radio"/> 校內 Intramural <input type="radio"/> 校外 Extramural <input type="checkbox"/> 出境 Overseas <input type="text" value="請填國家及地區名稱 Country/Region"/>		
請假事由 Reasons	※請同學正確勾選事由類別，以完整在校學習紀錄 Written application received and filed by Student Assistance Division <input type="checkbox"/> 競賽(Contest) <input type="checkbox"/> 參訪(Visit) <input type="checkbox"/> 實習(Intern) <input type="checkbox"/> 受訓(Training) <input type="checkbox"/> 志工(Volunteer) <input type="checkbox"/> 短期交換學習(Short-term exchange student) <input type="checkbox"/> 擔任主持人(Serving as a host) <input type="checkbox"/> 社群 / 社團活動(Community/Club activity) <input type="checkbox"/> 研討會 (Seminar) <input checked="" type="checkbox"/> 其他 (如假單事由) Other		
行動電話 Mobile Phone No.	<input type="text"/>		
常用信箱(系統通知用) Frequently-used email (for notification)	<input type="text"/>		
請假日期 Duration of Leave	<input type="text" value="yyyy-mm-dd"/>	~ <input type="text" value="yyyy-mm-dd"/>	<input type="button" value="查詢請假區間課程 Course search"/>
請假日數 Total days of leave	<input type="text" value="0"/>	<input type="button" value="計算請假天數 Days of leave calculation"/>	<input type="button" value="重新勾選課程 Re-select courses"/>
逾期理由 Reasons for overdue application	<input type="text"/>		
上傳證明文件 Uploading files (png/jpg/jpeg/pdf)	<input type="button" value="選擇檔案"/> 未選擇任何檔案 <input type="button" value="上傳 Upload"/>		
<input type="button" value="送出請假單 Submit"/>			

1. In the case of a difficult character in the Chinese name, please enter % as a replacement and search the person and the department or institute.

2. Check out and select The courses scheduled for the dates during the period of leave.

3. With courses selected, select Days of Leave Calculation and the total number shows up automatically online.

Select Courses Search and select the courses for the application (select one item or all items).

You are allowed to cancel the wrong one and re-select the correct one.

請假日期 Duration of Leave	2018-09-20	~	2018-09-21	查詢請假區間課程 Course search				
	<input type="checkbox"/>	日期 Date	星期 Day	節次 Session	課程名稱 Course title	主要授課老師 Instructor	分機 Telephone extension	備註 Remarks
	<input type="checkbox"/>	2018-09-20	四	4	統計學 (一)	STATISTICS (1)		授課老師名單:
	<input type="checkbox"/>	2018-09-20	四	5	統計學 (一)	STATISTICS (1)		授課老師名單:
	<input type="checkbox"/>	2018-09-20	四	9	法文 (三)	FRENCH(3)		授課老師名單:
請假日數 Total days of leave	<input type="checkbox"/>	2018-09-20	四	10	法文 (三)	FRENCH(3)		授課老師名單:
	0	計算請假天數 Days of leave calculation			重新勾選課程 Re-select courses			

2018-09-20 ~ 2018-09-21 查詢請假區間課程 Course search

請假日期
Duration of Leave

勾選 Select	日期 Date	星期 Day	節次 Session	課程名稱 Course title		主要授課老師 Instructor	分機 Telephone extension	備註 Remarks
<input checked="" type="checkbox"/>	2018-09-20	四	4	統計學 (一)	STATISTICS (1)			授課老師名單:
<input checked="" type="checkbox"/>	2018-09-20	四	5	統計學 (一)	STATISTICS (1)			授課老師名單:
<input checked="" type="checkbox"/>	2018-09-20	四	9	法文 (三)	FRENCH(3)			授課老師名單:
<input checked="" type="checkbox"/>	2018-09-20	四	10	法文 (三)	FRENCH(3)			授課老師名單:

請假日數
Total days of leave

1

計算請假天數 Days of leave calculation

重新勾選課程 Re-select courses

With courses selected, select Days of Leave Calculation and the total number shows up automatically online.

逾期理由

Reasons for overdue
application

上傳證明文件

Uploading files

(png/jpg/jpeg/pdf)

瀏覽... 未選擇檔案。

上傳 Upload

預覽檔案 File preview

送出請假單 Submit

1. An application for official leave shall be submitted with certificates, which shall be uploaded in image or PDF file.
2. With a file uploaded, you are allowed to select File Preview to confirm the file.
3. Upon confirmation, select Submit.

A. Application Inquiry: Upon submission, you are allowed to check out your application records.

 國立成功大學
National Cheng Kung University

假單查詢
LEAVE APPLICATION INQUIRY

假單申請
LEAVE APPLICATION ▾

相關說明文件
RELATED INSTRUCTIONS ▾

登出
LOGOUT

國立成功大學學生請假系統

首頁 Home Page / 假單查詢
Leave application inquiry

登入者 Login :

隱藏查詢條件設定 Hide query conditions ▲

--請選填查詢項目 Select queries ▾

相等(=) equal to ▾

請先挑選查詢項目 Select queries

✕

查詢 Search

清除 Delete

查看明細 Checkout 刪除 Cancel

	單號 Serial No ▾	假單假別 Type of leave	請假日期(起) Duration (from)	請假日期(迄) Duration (to)	天數 No. of Days	審核狀態 Approval Status	審核人員 Approval Authority	逾期時間 Overdue Time	Depart
1	107090088	公假 Official Leave	2018-09-21	2018-09-21	1	權責單位(職員)審核中 Under review by staffer of the unit of authority		2018-10-05	工資系
2	107090087	公假 Official Leave	2018-09-21	2018-09-21	1	權責單位(職員)審核中 Under review by staffer of the unit of authority		2018-10-05	

B. Application Inquiry: You are allowed to check out approval status for the application for leave from each course.

課程審核狀態 Instructor approval status

日期 Date	星期 Day	節次 Session	課程名稱 Course title	課程名稱(英文) Course title (English)	老師名稱 Instructor	分機 Telephone extension	審核狀態 Approval status
2018-09-21	五	4	工業管理概論	INTRODUCTION TO INDUSTRIAL MANAGEMENT			公假不需授課老師審核 Students are not required to receive approval from course instructors for an official leave application
2018-09-21	五	5	工業管理概論	INTRODUCTION TO INDUSTRIAL MANAGEMENT	吳政翰		公假不需授課老師審核 Students are not required to receive approval from course instructors for an official leave application

第一頁 Page 1

上一頁 Previous

1

下一頁 Next

最後一頁 Last

目前第 Currently Page No 頁

共 1 頁 Total pages

總計 2 筆 Total counts

C. Button functions under Application Inquiry: **Select Checkout** to read review results. **Select Cancel** to cancel the application.

隱藏查詢條件設定 Hide query conditions ▲

--請選填查詢項目 Select queries ▼

相等(=) equal to ▼

請先挑選查詢項目 Select queries

X

查詢 Search

清除 Delete

查看明細 Checkout

刪除 Cancel

	單號 Serial No ▼	假單假別 Type of leave	請假日期(起) Duration (from)	請假日期(迄) Duration (to)	天數 No. of Days	審核狀態 Approval Status	審核人員 Approval Authority	逾期時間 Overdue Time	Depart
1	107090088	公假 Official Leave	2018-09-21	2018-09-21	1	權責單位(職員)審核中 Under review by staffer of the unit of authority		2018-10-05	工資系
2	107090087	公假 Official Leave	2018-09-21	2018-09-21	1	權責單位(職員)審核中 Under review by staffer of the unit of authority		2018-10-05	工資系

C-1 “Checkout”: To read application review results/approval status .

--請選填查詢項目 Select query items

查詢 Search 清除 Delete

查看明細 Checkout 刪除 Delete

15	107090014	產假 Maternity leave
16	107090013	產假 Maternity leave
17	107090012	事假 Personal leave
18	107090011	生理假 Medical leave
19	107090010	生理假 Medical leave
20	107090009	事假 Personal leave

第一頁 Page 1 上一頁 Previous

課程審核狀態 Instructor status

系所 Dept./Institute	<input type="text" value="工資系"/>	年級 Year of Study	<input type="text" value="2"/>
出境 Overseas	<input checked="" type="radio"/> 否 No <input type="radio"/> 是 Yes	國家/地區 Country/Region	<input type="text"/>
請假區間 Duration	2018-09-11 2018-09-14	天數 No. of days	4
連絡電話 Phone No	<input type="text" value="0911111111"/>		
常用信箱 Frequently-used email	<input type="text"/>		
逾期理由 Reasons for overdue application	<input type="text" value="逾期理由"/>		
上傳文件 Uploading files	預覽檔案 File preview		

審核者 Approval authority	處理時間 Processing Time	處理結果 Processing Results
生輔組 Student Assistance Division	20180914 14:16:15	假單已備查 Filed for administrative reference
	20180914 14:15:42	系主任(所長或學位學程主任) 同意 Confirmed by the department chair (institute or program director)

X

總計 27 筆 Total counts

C-2 “Cancel”: To cancel the application .

查看明細 Checkout 刪除

單號 Serial No▲	Type
1 107090001	事假 Per
2 107090002	事假 Per
3 107090003	事假 Per
4 107090004	病假 Sid
5 107090005	病假 Sid

第一頁 Page 1 上一頁 Previous counts

課程審核狀態 Instructor

系所 Dept./Institute	年級 Year of Study	出境 Overseas	國家/地區 Country/Region	請假區間 Duration	天數 No. of days	連絡電話 Phone No	常用信箱 Frequently-used email	逾期理由 Reasons for overdue application	上傳文件 Uploading files
工資系	1	<input checked="" type="radio"/> 否 No <input type="radio"/> 是 Yes		2018-09-24 2018-09-28	5	123	213	213	預覽檔案 File preview

網頁訊息

刪除成功!

確定

審核者 Approval authority	處理時間 Processing Time	處理結果 Processing Results
	20180914 15:04:08	+

關閉 close 刪除 Delete

系所 Department/Institute

工資系

工資系

工資系

工資系

工資系

工資系

工資系

total pages 總計 33 筆 Total

同意 Committed

同意 Confirmed

IV.

Approval of Student Non-official Leave

by instructors, advisors,
chiefs of administrative units



假單查詢
LEAVE APPLICATION INQUIRY

假單審核
APPROVAL AUTHORITY

相關說明文件
RELATED INSTRUCTIONS

登出
LOGOUT

國立成功

首頁 Home Page / 假單審核-系主任(所長或學位學程主任)
Approval authority-Department chair
(institute or program director)

授課老師 Instructor(S)

導師 Advisor

系主任(所長或學位學程主任)
Department Chair
(Institute Or Program Director)

行政單位主管
Chief Administrator Of
The Responsible Unit

隱藏查詢條件設

--請選填查詢項目 Select queries

相等(=) equal to

目 Select queries

查詢 Search

清除 Delete

全選 Select all

取消全選 Undo select all

同意 Confirmed

查看明細 Details checkout

注意：點選「同意」後，假單即往下一關送出，無法再收回。 Note: Select Approval and the application will be submitted to the next stage, which will not be retrieved.

挑選 Select	單號 Serial No	假單假別 Type of leave	學號 Student ID	姓名 Name	系所 Department/Institute	年級 Year of	請假日期(起) Duration	請假日期(迄) Duration	天數 No. of
--------------	-----------------	-----------------------	------------------	------------	----------------------------	---------------	---------------------	---------------------	--------------

Approval Authority on the system : An instructor who doubles as the advisor or department chair (institute or program director) should select each position/identity in order of approval authority under the link of Application Approval to complete approval procedures.

Approval Authority → position/identity

假單查詢
LEAVE APPLICATION INQUIRY ▾

假單審核
APPROVAL AUTHORITY ▾

相關說明文件
RELATED INSTRUCTIONS ▾

登出
LOGOUT

授課老師 Instructor(S)

導師 Advisor

國立成功

首頁 Home Page / 假單審核-授課老師
Approval authority-Instructor(s)

隱藏查詢條件設定 Hide query co

--請選填查詢項目 Select queries ▾

相等(=) equal to ▾

查詢 Search

清除 Delete

Note : After you select Approval, the application will proceed to the next stage and will not return.

全選 Select all

取消全選 Undo select all

同意 Confirmed

查看明細 Details checkout

Before you review the application, you can check out the details.

注意：點選「同意」後，假單即往下一關送出，無法再收回。
Note: Select Approval and the application will be submitted to the next stage, which will not be retrieved.

挑選 Select	單號 Serial No ▾	假單假別 Type of leave	學號 Student ID no.	姓名 Name	系所 Department/Institute	年級 Year of study	請假日期(起) Duration (from)	請假日期(迄) Duration (to)	天數 No. of Days
1	<input type="checkbox"/>	病假 Sick leave			工資系	2	2018-09-21	2018-09-21	1
2	<input type="checkbox"/>	病假 Sick leave			工資系	2	2018-09-07	2018-09-10	2

假單明細 Details of Leave Application

Check out the details of the application.

單號 Name of applicant	107090001		
請假假別 Type of leave	事假 Personal leave		
假單事由 Reasons	111		
姓名 Name	測試生	學號 Student ID No	B54051062
系所 Department/Institute	工資系	年級 Year of study	1
出境 Overseas	<input checked="" type="radio"/> 否 No <input type="radio"/> 是 Yes	國家/地區 Country/Region	
請假日期 Duration of Leave	2018-09-14 2018-09-15	請假日數 Total days of leave	1
行動電話 Mobile Phone No.	021312		
常用信箱(系統通知用) Frequently-used email (for notification)	123		
逾期理由 Reasons for overdue application	123		
上傳文件 Uploading files (png/jpg/jpeg/pdf)	預覽檔案 File preview		

請假明細 Details of the application

日期 Date	星期 Day	節次 Session	課程名稱 Course title
2018-09-14	五	9	音樂美術與都市文化
2018-09-14	五	10	音樂美術與都市文化

同意 Confirmed 退回, 原因 Reasons for rejection:

關閉 Close

儲存 Save

--請選填查詢項目 Select query

查詢 Search

清除 Delete

全選 Select all

取消全選 Unselect all

注意：點選「同意」後，假單即

挑選

單號
Serial No ▼

1

107090029

2

107090008

3

107090001

請假明細 Details of the application

日期 Date	星期 Day	節次 Session	課程名稱 Course title
2018-09-28	五	9	音樂美術與都市文化
2018-09-28	五	10	音樂美術與都市文化
2018-10-05	五	9	音樂美術與都市文化
2018-10-05	五	10	音樂美術與都市文化
2018-10-12	五	9	音樂美術與都市文化
2018-10-19	五	10	音樂美術與都市文化

Select Close and you will go back to the checklist of applications pending approval.

同意 Confirmed 退回，原因 Reasons for rejection:

關閉 Close

儲存 Save

Upon approval, the application will be submitted to the next stage.

Instructor or Advisor as Approval Authority: Rejection !

請假明細 Details of the application

日期 Date	星期 Day	節次 Session	課程名稱 Course title
2018-09-18	—	8	會計學
2018-09-1			
2018-09-1			

You must specify your reasons for the rejection.
The applicant will be informed of the reasons.
Once submitted, the rejection will not be retrieved.

同意 Confirmed

退回，原因 Reasons for rejection:

關閉 Close

儲存 Save

全選 Select all

取消全選

挑選

單號
Serial No ▼

1	<input type="checkbox"/>	107090029	器 for
2	<input checked="" type="checkbox"/>	107090025	事

逾期理由
Reasons for
overdue application

上傳文件
Uploading files
(png/jpg/jpeg/pdf)

網頁訊息



修改成功!

確定

請假明細 Details of the application

日期 Date	星期 Day	Session	課程名稱 Course title
2018-09-17	—	3	管理學
2018-09-17	—	4	管理學
2018-09-19	三	3	管理學

同意 Confirmed 退回, 原因 Reasons for rejection: 請假事由不符。

關閉 Close

儲存 Save

日期(起 ation om)	請假日期(迄) Duration (to)	天數 No. of Days
09-22	2018-10-20	20
09-17	2018-09-20	4

第一頁 Page 1

上一頁 Previous

共 2 筆 Total counts

假單查詢
LEAVE APPLICATION INQUIRY

假單審核
APPROVAL AUTHORITY

相關說明文件
RELATED INSTRUCTIONS

登出
LOGOUT

假單查詢-授課老師
Leave Application Inquiry
Instructor(S)

成功大學學生請假系統

首頁 Home Page / 假單查詢
Leave a

隱藏查詢條件設

--請選填查詢項目Select queries

相等(=) equal to

查詢 Search

清除 Delete

Upon submission of an approved application, course instructors are allowed to check out approval status under the link of Application Inquiries.

日期 Date	星期 Day	節次 Session	課程名稱 Course title	課程名稱(英文) Course title (English)	學號 Student ID no.	姓名 Name	系所 Department
1	2018-09-21	五	10	音樂美術與都市文化	MUSIC、FINE ARTS & CIVILIZATION		工資系

ID	姓名 Name	系所 Department/Institute	年級 Year of study	假單假別 Type of leave	單號 Serial No	審核狀態 Approval Status	審核人員 Approval authority	退回·原因 Reasons for rejection
62		工資系	2	公假 Official Leave	107090040	權責單位(職員)審核中 Under review by staffer of the unit of authority		
62		工資系	2	公假 Official Leave	107090040	權責單位(職員)審核中 Under review by staffer of the unit of authority		

Advisors are allowed to check out the results of review by course instructors in the review of the application.

隱藏查詢

--請選擇查詢項目 Select queries

相等(=) equal to

查詢 Search

清除 Delete

查看明細 Checkout

	單號 Serial No	假單假別 Type of leave	請假日期(起) Duration (from)	請假日期(迄) Duration (to)	天數 No. of Days	審核狀態 Approval Status	審核人員 Approval authority	逾期時間 Overdue Time	Depart
1	107090039	事假 Personal leave	2018-09-19	2018-09-20	2	導師審核中 Under review by the Advisor		2018-10-04	
2	107090036	病假 Sick leave	2018-09-21	2018-09-21	1	授課老師退回 Rejected by instructors		2018-10-05	
3	107090034	公假 Official Leave	2018-09-13	2018-09-14	2	權責單位(職員)審核中 Under review by staffer of the unit of authority		2018-09-28	

第一頁 Page 1 上一頁 Previous 1 下一頁 Next 最後一頁 Last 目前第 Currently Page No 共 1 頁 Total pages 總計 10 筆 Total counts

課程審核狀態 Instructor approval status

	日期 Date	星期 Day	節次 Session	課程名稱 Course title	課程名稱(英文) Course title (English)	老師名稱 Instructor	分機 Telephone extension	審核狀態 Approval status
1	2018-09-13	四	4	統計學 (一)	STATISTICS (1)			公假不需授課老師 Students are not to receive approval course instructor official leave app



V.

**Student Official Leave Application
(instructors, advisors, department
chairs, institute or program
directors, chief of administrative
units)**

Students must select unit of approval authority based on their reasons to submit an official leave application: (example) Administrative Units

假單查詢
LEAVE APPLICATION INQUIRY ▾

假單審核
APPROVAL AUTHORITY ▾

相關說明文件
RELATED INSTRUCTIONS ▾

登出
LOGOUT

授課老師 Instructor(S)

行政單位人員
Responsible Staffer

首頁 Home Page / 假單審核-行政單位人員
Approval authority
-Responsible staffer

《A unit of approval authority must enter the system to review an application》

--請選填查詢項目 Select queries ▾

相等(=) equal to ▾

請先挑選查詢項目 Select queries

X

查詢 Search

清除 Delete

全選 Select all

取消全選 Undo select all

同意 Confirmed

查看明細 Details checkout

注意：點選「同意」後，假單即往下一關送出，無法再收回。 Note: Select Approval and the application will be submitted to the next stage, which will not be retrieved.

	挑選 Select	單號 Serial No ▾	假單假別 Type of leave	學號 Student ID no.	姓名 Name	系所 Department/Institute	年級 Year of study	請假日期(起) Duration (from)	請假日期(迄) Duration (to)	天數 No. of Days
1	<input type="checkbox"/>	107090040	公假 Official Leave	B54051062			2	2018-09-21	2018-09-21	1

首頁 Home Page / 假單審核-行政單位人員
Approval authority
-Responsible staffer

A unit of approval authority is allowed to check out the details of the application and decide whether to approve within its capacity.

--請選填查詢項目 Select queries

查詢 Search

清除 Delete

Upon submission of an approved application by the responsible staffer, the application shall be pending approval by the chief of the administrative unit.

全選 Select all

取消全選 Undo select all

同意 Confirmed

挑選 Select	單號 Serial No	假單假別 Type of leave	學號 Student ID no.	姓名 Name	系所 Department/Institute	年級 Year of study	請假日期(起) Duration (from)	請假日期(迄) Duration (to)	天數 No. of Days
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假單查詢
LEAVE APPLICATION INQUIRY ▾

假單審核
APPROVAL AUTHORITY ▾

相關說明文件
RELATED INSTRUCTIONS ▾

登出
LOGOUT

國立成功

授課老師 Instructor(S)

導師 Advisor

行政單位主管
Chief Administrator Of
The Responsible Unit

首頁 Home Page / 假單審核-行政單位主管
Approval authority
-Chief administrator
of the responsible unit

Decide whether to approve the application within your capacity.

--請選填查詢項目 Select queries ▾

相等(=) equal

查詢 Search

清除 Delete

全選 Select all

取消全選 Undo select all

同意 Confirmed

查看明細 Details checkout

注意：點選「同意」後，假單即往下一關送出，無法再收回。

Note: Select Approval and the application will be submitted to the next stage, which will not be retrieved.

挑選 Select	單號 Serial No ▾	假單假別 Type of leave	學號 Student ID no.	姓名 Name	系所 Department/Institute	年級 Year of study	請假日期(起) Duration (from)	請假日期(迄) Duration (to)	天數 No. of Days
1	<input type="checkbox"/>	107090035	公假 Official Leave	B54051062		2	2018-09-21	2018-09-25	3

Approv
-Chief a
of the r

請假明細 Details of the application

日期 Date	星期	節次	課程名稱
2018-09-21			
2018-09-21			
2018-09-24			
2018-09-24			
2018-09-24			
2018-09-24	一	8	線性代數
2018-09-25	二	2	統計學 (一)
2018-09-25	二	8	會計學
2018-09-25	二	9	會計學
2018-09-25	二	10	會計學

網頁訊息



假單審核成功! Application review completed

確定

全選 Select all 取消全選

注意：點選「同意」後，假單即

挑選

Select

單號

Serial No ▼

1

107090035

同意 Confirmed 退回，原因 Reasons for rejection:

關閉 Close

儲存 Save

日期(起 Date (from))	請假日期(迄) Duration (to)	天數 No. of Days
2018-09-21	2018-09-25	3



假單查詢
LEAVE APPLICATION INQUIRY

假單審核
APPROVAL AUTHORITY

相關說明文件
RELATED INSTRUCTIONS

登出
LOGOUT

假單查詢-授課老師
Leave Application Inquiry
Instructor(S)

假單查詢
Leave Application Inquiry

成功大學學生請假系統

首頁 Home Page / 假單查詢
Leave Application Inquiry

Upon submission of an official leave application, the chief of the administrative unit is allowed to check out the details and review results of the application

隱藏查詢條件

--請選填查詢項目 Select queries

相等(=) equal to

查詢 Search

清除 Delete

查看明細 Checkout

單號 Serial No	假單假別 Type of leave	請假日期(起) Duration (from)	請假日期(迄) Duration (to)	天數 No. of Days	審核狀態 Approval Status	審核人員 Approval authority	逾期時間 Overdue Time	系 Department
1	公假 Official Leave	2018-09-21	2018-09-21	1	權責單位(職員)審核中 Under review by staffer of the unit of		2018-10-01	工資系

查看明細 Checkout

單號
Serial No ▼

假
Type

1 107090040 公假 Off

2 107090035 公假 Off

逾期理由
Reasons for overdue
application

上傳文件
Uploading files

預覽檔案 File preview

退回，原因
Reasons for rejection:

審核者
Approval authority

處理時間
Processing Time

處理結果
Processing Results

20180917 18:39:48

假單送出

關閉 close

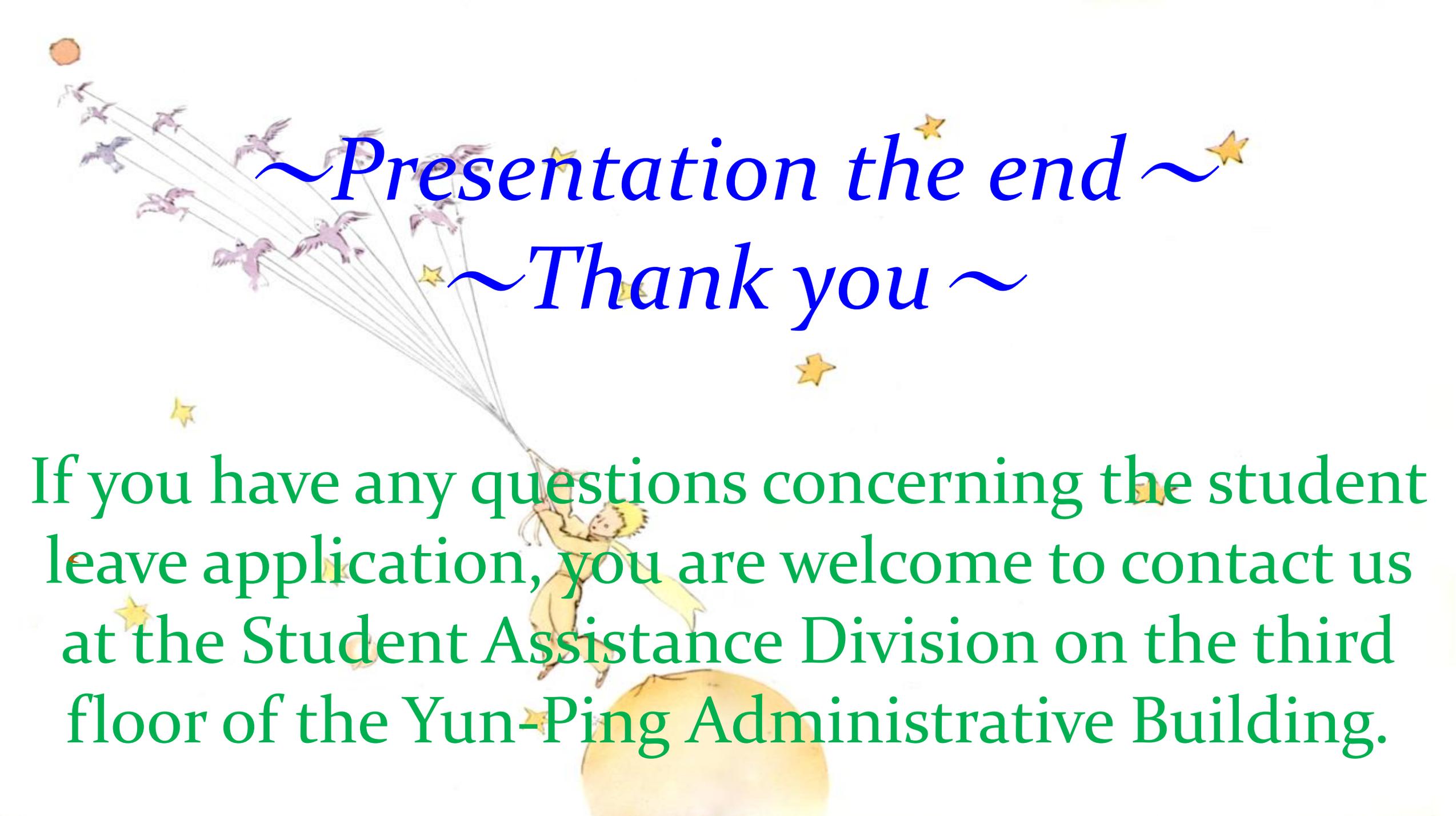
逾期時間
Overdue
Time

Department

2018-10-01 工資系

2018-10-09 工資系

Upon submission of an official leave application by the chief of the administrative unit, the system will inform the applicants and department chairs that the application has been filed for administrative verification.

An illustration of a young boy with a yellow crown and a yellow cape, holding a string of many small birds. The birds are flying upwards towards a large orange sun in the top left corner. There are several yellow stars scattered throughout the scene. The text is overlaid on this illustration.

~Presentation the end ~

~Thank you ~

If you have any questions concerning the student leave application, you are welcome to contact us at the Student Assistance Division on the third floor of the Yun-Ping Administrative Building.