

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: August 01, 2019



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
National Cheng Kung University Cheng Kung Portal

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.

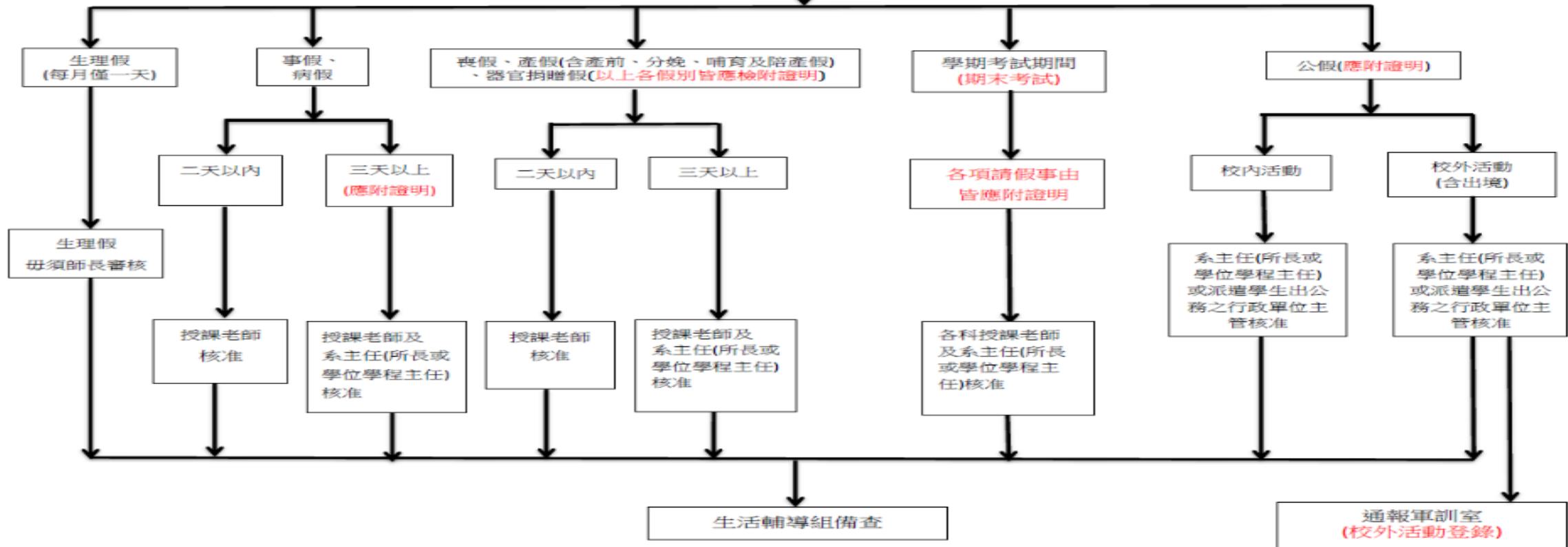
版權所有：國立成功大學 | 住址：70101 台南市東區大學路一號 | 電話:(06)2757575 ext 50340

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)

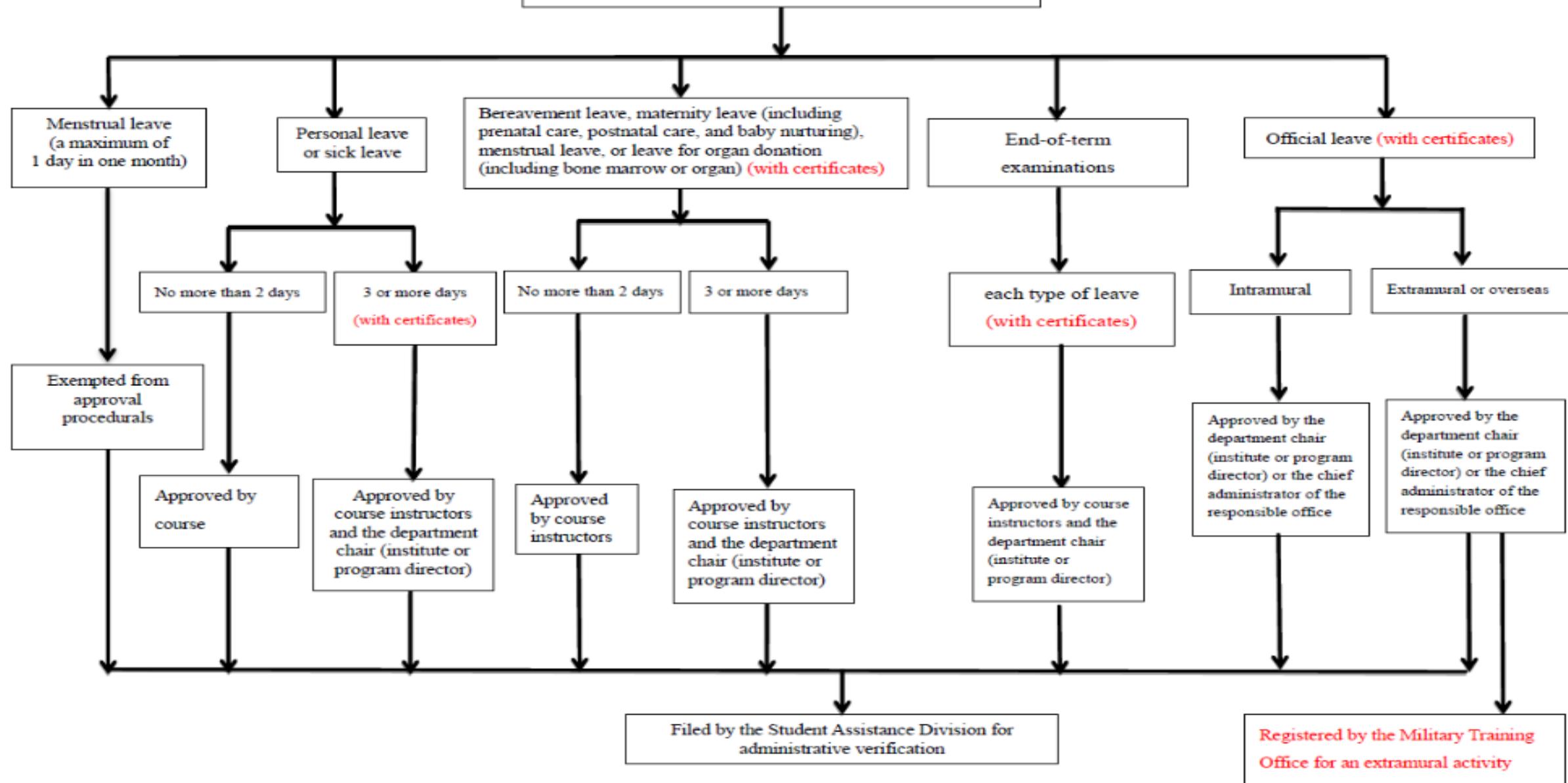
學生請假流程圖



※ 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



※ 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.



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 Login :

中文版 English



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

1. Applications 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 a leave application 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 course instructors before being processed by the Student Assistance Division. Applications with inconsistent or unspecified reasons will not be processed.
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.
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.
5. An applicant whose application fails to be processed through the stage of approval procedures online due to a replacement of the department chair (graduate institute or program director) shall contact the Student Assistance Division at (06)2757575#50340 to process an application.
6. Semester Duration
 - (1) Fall semester: from August 1 to January 31

Select type of leave based on your reasons.

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	<p>事假 Personal leave(應事先申請 requiring prior approval)</p> <p>病假 Sick leave</p> <p>生理假 Menstrual leave(每月僅一日、限女同學 A maximum of one day in a month for females only)</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>		
請假事由 Reasons			
出境 Overseas			
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"/>		

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

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="-----"/>		
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 checked="" 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="button" value="查詢請假區間課程 Course search"/>		
	<p>【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.)</p>		
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(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)	<input type="button" value="上傳 Upload"/>	<input type="button" value="瀏覽..."/>	

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

Mobile Phone No.

常用信箱(系統通知用)

Frequently-used email

(for notification)

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

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 a

--請選填查詢項目 Select query items--

查詢 Search 清除 Delete

查看明細 Checkout 刪除 Delete

序號	單號	假單類別
1	107090059	器官捐贈
2	107090057	事假
3	107090056	事假
4	107090055	生理假
5	107090054	生理假
6	107090053	生理假

第一頁 Page 1 上一頁 Previous counts

課程審核狀態 Instructor

日期	星期	節
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	<input type="text" value="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	<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	2018-09-19 2018-09-19	天數 No. of days	<input type="text" value="1"/>
連絡電話 Phone No	<input type="text" value="0911"/>		
常用信箱 Frequently-used email	<input type="text"/>		
逾期理由 Reasons for overdue application	<input type="text" value="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 : : 登出 LOGOUT

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

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



II.



Non-official Leave Application (Instructions to 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.

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. Applications with inconsistent or unspecified reasons will not be processed.
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.
3. Applicants should cancel an application that fails to be processed through the stage of approval procedures online due to a replacement of the department chair (graduate institute or program director), or chief administrator of the office responsible for the leave before they are allowed to submit a new application. Applicants must upload attached documents online. Those found to be incomplete or inconsistent with attachments shall not be processed.

★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" 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	<input type="text" value="-----"/>		
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	※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"/> 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"/>
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="瀏覽..."/> <input type="button" value="上傳 Upload"/>		
<input type="button" value="送出請假單 Submit"/>			

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"/>	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:
	<input 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	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

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 Menstrual leave
19	107090010	生理假 Menstrual 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 ▲	備註 Type
1 107090001	事假 Per
2 107090002	事假 Per
3 107090003	事假 Per
4 107090004	病假 Sic
5 107090005	病假 Sic
第一頁 Page 1	上一頁 Previous
counts	
課程審核狀態 Instructor	
4 09-27	四 10
5 2018-09-27	四 9

系所 Dept./Institute	<input type="text" value="工資系"/>	年級 Year of Study	<input type="text" value="1"/>
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	2018-09-24 2018-09-28	天數 No. of days	5
連絡電話 Phone No	<input type="text" value="123"/>		
常用信箱 Frequently-used email	<input type="text" value="213"/>		
逾期理由 Reasons for overdue application	<input type="text" value="213"/>		
上傳文件 Uploading files	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



III.

Student Leave Application

Q&A

(Students)

III. Student Leave Application Q&A (Students)

Q1 : In terms of type of leave or duration of leave, are applicants required to submit a certificate or supporting document?

How do applicants submit a certificate or a supporting document?

A1 :

1. Types of leave: Official leave, bereavement leave, maternity leave (including prenatal care, postnatal care, baby nurturing and paternity leave), menstrual leave, and leave for organ donation (bone marrow or organ)
2. Duration of leave: More than three days.
3. Applicants shall upload a certificate or supporting document as an attachment in the format of image or PDF before they click on “Submit” to complete submission of the leave application.

III. Student Leave Application Q&A (Students)

Q2 : How do students submit a leave of absence application online?

A2 :

- 1. Non-official leave:** Please select “Type of Leave”, then fill out the designated columns, and click on “Submit” to complete submission of the application.
- 2. Official leave:** Please select “Unit of Authority”, click on the designated approval authority (responsible instructors, department chair, institute or program director, responsible staffer or chief of the administrative unit, and click on Submit to complete submission of the leave application.

III. Student Leave Application Q&A (Students)

Q3 : If applicants fail to submit an application for approval in advance of the leave, or if applicants submit an overdue application, what should they do to complete the leave application?

A3 :

1. Applicants are required to inform their instructors in advance by phone, by mail or by proxy. Should they fail to contact their instructors, they are required to report the leave to their advisors or department chair (director of the graduate institute or the program), as is stipulated in the second and third paragraphs of Article Three of the NCKU Regulations for Student Leave of Absence.
2. In case of (1) acute or sudden illness, (2) a short notice of obituary, and (3) emergency or unforeseen contingencies, applicants are allowed to complete an application for leave on the Student Leave Application Online System within 5 days from the last day of the leave.
3. Those who submit a written application after the designated deadline set in (2) should specify reasons for an overdue application, which shall be processed according to the rule of approval authority.

Ex.: Student A taking a leave for illness on August 25, 2018 should submit a leave application on the Student Leave Application Online System.

(1) Not overdue:

Student A submitted an online application on August 30 within the designated period from August 26 to August 30.

(2) Overdue:

Student A submitted an online application on September 2 after the designated deadline of August 30. Student A must specify reasons for an overdue application.

III. Student Leave Application Q&A (Students)

Q4 : If I have submitted an application on the Student Leave Application Online System, does it mean that I have completed my application? What should I do for a failed submission?

A4 :

1. **No.** You have not completed your application.

2. **Notes for a failed submission:**

(1) The system indicates some columns required to be completed.

(2) The applicant fails to specify reasons for an overdue application.

(3) Applications may be rejected by instructors or unit chiefs, or automatically rejected by the unit for approval ratification or the system for reasons as follows:

A. Applications with inconsistent or unspecified reasons

B. Submission of certificates is required.

C. Reasons are inconsistent with the type of leave.

D. The application is disapproved by instructors or unit chiefs.

E. Upon submission, an application that fails to be approved within the following 20 days will be automatically rejected online.

★ Applicants should keep their course instructors and the offices concerned informed of the approval procedures to avoid application rejection. In the event of a rejected application, applicants shall submit a new application online if they are required to do so.

III. Student Leave Application Q&A (Students) (Q5-1)

Q5 : How do applicants know why their applications have been rejected? In the event of a rejected application, can applicants submit a new application online?

A5 :

1. Students applying for leave online must enter their email address. The system will inform the applicant of a rejected application by email.
2. **Yes.** Applicants are allowed to “**revise the rejected application**” to submit a new application online if they are required to do so.

Ex.: Student A submitted an application for a one-day personal leave from three courses scheduled on August 10, 2018. According to the regulations, **a no-more-than-two-day** leave application shall be approved **by course instructors**.

III. Student Leave Application Q&A (Students) (Q5-2)

(1) Application completed:

Procedures: an application submitted → Course instructors informed by the system of an application pending approval → The application was approved by all instructors by August 30 → Student Assistance Division for verification → Student A informed by email of the application completed.

(2) Application rejected:

A. In the approval procedures → Course instructors failed to approve the application by August 30. → The application was rejected by the system on August 31 while Student A was informed of the rejection by email. → The application has been invalid.

B. In the event of a rejected application, applicants are allowed to submit a new application online if they are required to do so.

III. Student Leave Application Q&A (Students)

Q6 : If my application fails to pass through the stage of approval procedures online due to a replacement of the department chair (graduate institute or program director), or chief administrator of the responsible office, what should I do to complete the application?

A6 :

1. Non-official leave:

- (1) If the roster of course instructors is not finalized before the start of the semester or in the first week of classes, you should submit their applications from the second week.
- (2) In the event of an overdue application under this condition, you should specify “The roster of course instructors is not finalized” as the reason in the designated form on the system.
- (3) An applicant whose application fails to be processed through the stage of approval procedures online due to a replacement of the department chair(graduate institute or program director) shall contact the Student Assistance Division at (06)2757575#50340 to process an application.

2. Official leave:

You should cancel your application that fails to be processed through the stage of approval procedures online due to a replacement of the department chair (graduate institute or program director), or chief administrator of the responsible office before you are allowed to submit a new application.

III. Student Leave Application Q&A (Students)

Q7 : In case of a leave application for extramural activities, do I need to complete registration for off-campus activities at the Military Training Division under the Office of Student Affairs?

A7 :

1. Yes. Upon submission of your leave application for an extramural activity, please complete the National Cheng Kung University Registration Form for Extramural Activities at <http://military.osa.ncku.edu.tw/p/412-1055-5465.php?Lang=zh-tw>, which shall be printed out and submitted to the Military Training Division.
2. In the event of a team/group activity, please inform your leader (captain or instructor) to complete and submit the form on behalf of all applicants.

III. Student Leave Application Q&A (Students)

Q8 : If I fail to log into the leave application online system, can I submit a written application?

A8 :

1. No. In principle, students should log into the system to apply for a leave of absence.

2. No written application will be processed except under special circumstances as follows:

(1) Courses without designated codes, (2) Courses offered for a summer session without designated codes, and (3) Failure to submit an online application due to unforeseen contingencies.

III. Student Leave Application Q&A (Students)

Q9 : How do female students apply for menstrual leave ?

A9 :

- 1.** According to the Gender Equity Act promulgated by the Ministry of Education, female students are entitled to apply for menstrual leave for a maximum of one day per month.
- 2.** No certificate is required. Applicants should apply for menstrual leave online, which shall be filed by the Student Assistance Division for administrative verification, with course instructors informed.

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 De

全選 Select all

取消全選

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

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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	

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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

國立成功大學學生請假系統

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

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

國立成功

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

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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	部 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.



VI.

Student Leave Application Q&A



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

VI. Student Leave Application Q&A (instructors, advisors, department chairs, institute or program directors, chief of administrative units)

Q1 : Will the parties concerned (course instructors, the advisor, department chair, institute or program director, administrative staffers, or chief administrators) be informed of a student leave application submitted online?

A1 :

- 1.** Yes. Students must complete the designated application form in terms of type of leave, duration of leave, courses and other related items.
- 2.** The system will decide authority of approval based on the information and notify the parties concerned by email of an application pending approval.

VI. Student Leave Application Q&A (instructors, advisors, department chairs, institute or program directors, chief of administrative units)

Q2 : If an instructor doubles as the advisor or department chair (institute or program director), what should the instructor do to approve a leave application? What are the approval procedures?

A2 :

1. The instructor should select each position in order of approval authority under the link of Application Approval to complete approval procedures.

2. Approval procedures:

(1) Non-official leave:

A: No more than two days: The applicant selects courses → The system sends emails to inform course instructors of an application pending approval.

B: Three or more days: The applicant selects courses → The system sends emails to inform course instructors and the department chair (institute or program director) of an application pending approval.

(2) Official leave:

The applicant selects approval authority under the link of Unit of Authority → The system sends emails to inform the department chair (institute or program director), or the responsible staffer or chief administrator of an application pending approval.

VI. Student Leave Application Q&A (instructors, advisors, department chairs, institute or program directors, chief of administrative units)

Q3 :

While we are allowed to select a single data row in the approval process, are there any other options available?

A3 :

1. Yes.
2. Besides selecting a single item, you are allowed to select all items or select no items to facilitate the approval process, as follows: Application Approvalà”Select All” or “Undo Select All”.

VI. Student Leave Application Q&A (instructors, advisors, department chairs, institute or program directors, chief of administrative units)

Q4 :

If I decide to disapprove a leave application in the approval process, what should I do?

A4 :

You can select to disapprove an application as a single item and specify your reasons for the rejection. The applicant will be informed of the reasons.

VI. Student Leave Application Q&A (instructors, advisors, department chairs, institute or program directors, chief of administrative units)

Q5 : How do female students apply for menstrual leave?

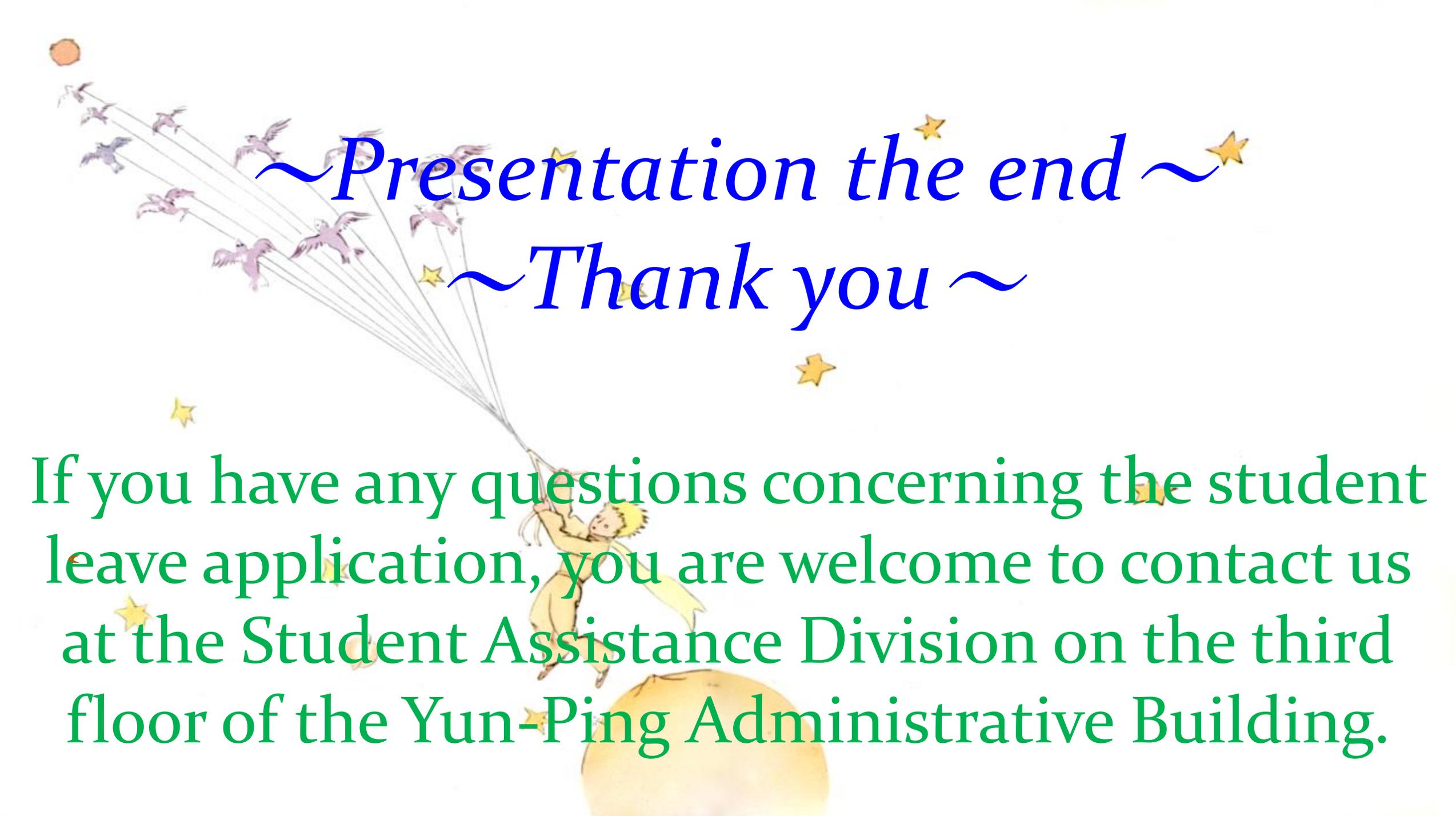
A5 :

1. According to the Gender Equity Act promulgated by the Ministry of Education, female students are entitled to apply for menstrual leave for a maximum of one day per month.
2. No certificate is required. Applicants should apply for menstrual leave online, which shall be filed by the Student Assistance Division for administrative verification, with course instructors informed.

VI. Student Leave Application Q&A (instructors, advisors, department chairs, institute or program directors, chief of administrative units)

Q6 : Students applying for personal leave or sick leave for no more than two days are not required to submit certificates according to the NCKU Regulations for Student Leave of Absence. If course instructors require that certificates be presented, are applicants allowed to upload the files on the online leave application system?

A6 : Yes.



~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.