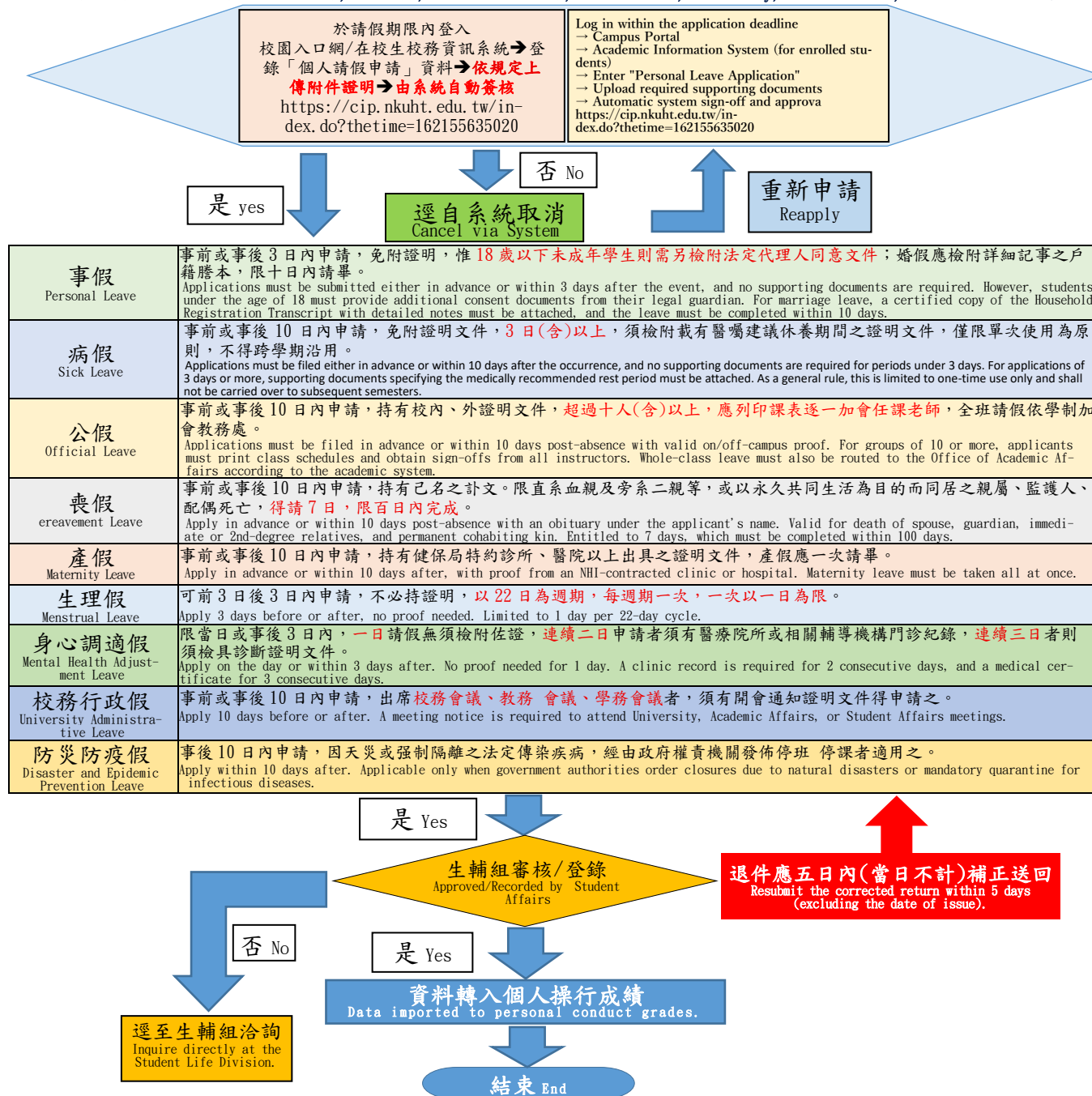


國立高雄餐旅大學 學生請假流程圖

National Kaohsiung University of Hospitality and Tourism (NKUHT) Student Leave of Absence Flowchart

學生因要事、生病、公務、喪親、生產或生理期、身心調適等缺課

Absences due to Personal Affairs, Illness, Official Duties, Bereavement, Maternity, Menstruation, or Mental Health.



請假簽核流程及提醒：

- (一) 二日內：由導師、生輔組初審、輔導教官或生輔組組長簽可。
- (二) 三~六日：由導師、主任、生輔組初審、輔導教官、生輔組組長簽可。
- (三) 七日以上：經逐級核簽後由學務長核定。
- (四) 公假不論日數，須陳送所系科(學程)主任簽核後，逐級核簽。
- (五) 期末應於課程結束後三日內完成請假程序申請。
- (六) 線上請假後，應隨時至請假系統查閱准假情形，簽核延遲請自行提醒每一流程之批核者；申請後有問題請於十日內逕洽生輔組，逾期恕無法受理。
- (七) 其他相關規定請參閱本校學生請假規則。

Leave Application Process & Reminders:

- (1) Within 2 days: Reviewed by the Class Advisor and the Student Life Division, and approved by the Military Instructor (Counselor) or the Chief of the Student Life Division.
- (2) 3 to 6 days: Reviewed by the Class Advisor, the Department/Program Chair, and the Student Life Division, and approved by the Military Instructor (Counselor) and the Chief of the Student Life Division.
- (3) 7 days or more: Routed through the proper administrative channels for review and submitted to the Dean of Student Affairs for final approval.
- (4) Official leave: Regardless of the number of days, the request must be submitted to the Chair of the respective Department, Graduate Institute, or Program for approval, and then routed through the proper administrative channels.
- (5) End of semester: The leave application procedure must be completed within 3 days after the end of the courses.
- (6) Online leave application: After submitting a request, applicants should check the Leave of Absence System at any time to monitor the approval status. If there is a delay in the process, applicants are responsible for reminding the reviewer at each stage. For any issues after application, please contact the Student Life Division directly within 10 days. Late inquiries will not be accepted.
- (7) Other relevant regulations: Please refer to the university's Student Leave of Absence Rules.