

公告： 【因應新冠肺炎 COVID-19 疫情需求之學生請假程序說明】

NCKU Student Assistance Division Notice

Instructions on application for leave of absence due to COVID 19 epidemic prevention

一、本校學生如有因應新冠肺炎 COVID-19 疫情之「新生體檢」、「PCR 檢測」、「抗原試劑檢測」或「疫苗接種」原因而無法到課之情形，請配合至「本校學生請假系統 <http://leavesys.ncku.edu.tw>」提出申請，請假類別請選擇【因防疫(COVID-19)無法到課 absence due to COVID-19 Prevention】，且不列入缺課紀錄。

1. Students who cannot attend classes due to prevention measures for COVID 19, including physical examination, PCR test, antigen test, and vaccination, are required to apply for leave of absence on the NCKU Student Leave Management System. Please select 【因防疫(COVID-19)無法到課 Leave of absence due to COVID 19 prevention】 as the type of leave in your application. Upon approval, applicants will not be penalized with an absence record.

二、提出申請時「必須」檢具「新生體檢」、「PCR 檢測」、「抗原試劑檢測」或「疫苗接種」之證明文件上傳請假系統以茲證明。

2. Applications shall be submitted online with related certified documents for physical examination, PCR test, antigen test, or vaccination.

三、學生請假系統申請流程圖：

(圖 1) 「請假類別選項」

3. NCKU Student Leave Management System

Figure 1: Type of leave

請假假別 Type of leave	
活動地點 Venue of activity	事假 Personal leave(應事先申請 requiring prior approval) 病假 Sick leave 因疫(COVID-19)無法到課 absence due to COVID-19 Prevention 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) 喪假 Bereavement leave 學期考試假 Leave from term examinations 器官捐贈假 Leave for organ donation(含骨髓、器官 including bone marrow and organ)
請假事由 Reasons	

(圖 2) 「相關規定說明」

Figure 2: Related instructions

說明 Explanation

此假別包含同學因應新冠肺炎COVID-19疫情，無論是「居家隔離」、「居家檢疫」、「自主健康管理」、「自主健康監測」、「**新生體檢**」、「PCR檢測」、「**抗原試劑檢測**」或「**疫苗接種**」之原因而無法到課之情形，不列入缺課紀錄。

提出申請時必須上傳申請人本人之證明文件：

- 嚴重特殊傳染性肺炎相關之各類通知書(下半聯即可)。(例如：隔離治療通知書、自主健康管理通知書及居家隔離通知書。)
- 其他相關證明，如：出、入境護照或飛機票(含國家及出入境日期)、診斷證明或其他通知文件、疫情相關簡訊及email通知，或本校「健康關懷問卷」填妥之截圖等。
- 新生體檢、PCR檢測、抗原試劑檢測或疫苗接種等相關證明。**

(圖 3) 「上傳證明文件說明」

Figure 3: Instructions on uploading certificates

上傳證明文件 Uploading files	<p>注意：證明文件須有明確的「活動日期」及「請假人姓名」，避免被退件 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>
	<div style="border: 1px solid gray; padding: 5px; display: inline-block;"> 選擇檔案 未選擇任何檔案 上傳 Upload </div>
	<div style="border: 1px solid gray; padding: 5px; display: inline-block;">送出請假單 Submit</div>

四、如於「學生請假系統」請假有困難者，可來電洽詢學生事務處生活輔導組

06-2757575 轉分機 50340 謝小姐，以協助完成請假事宜。

4. If you have any questions about the NCKU Student Leave Management System, please contact Miss Hsieh at ext. 50340 in the office of the Student Assistance Division.