公告： 【因應新冠肺炎 COVID-19 疫情需求之學生請假程序說明】
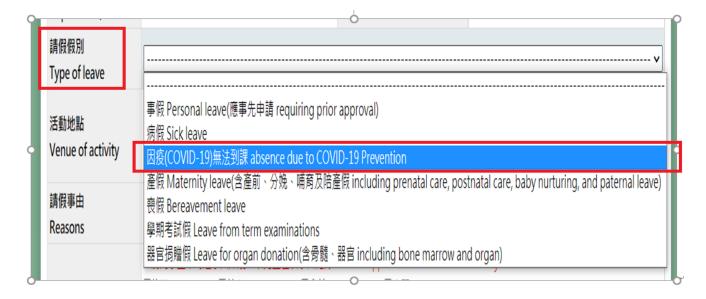
NCKU Student Assistance Division Notice

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,

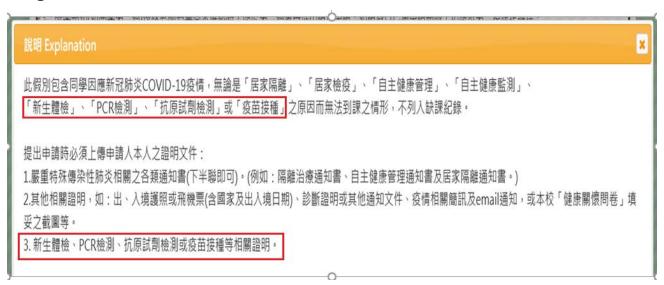   PCR test, antigen test, or vaccination.

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

（圖 2）「相關規定說明」

Figure 2: Related instructions

（圖 3）「上傳證明文件說明」

Figure 3: Instructions on uploading certificates

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.