

## 106 學年度第 2 學期期中考試請假公告

- 一、期中考試期間 ( 107 年 4 月 23 日起至 4 月 27 日 ) 不辦理「事假」，病假需附缺考當日『診斷證明書』，其餘假別須附佐證資料，以專案辦理。
- 二、上網登記請假截止日為 107 年 4 月 27 日(五)，繳交證明文件截止日為 107 年 4 月 30 日(一)。
- 三、缺考兩日內(含缺考當日)繳交相關證明文件至台北校區生輔組或桃園校區學務組辦理，逾期不予受理。

學務處生輔組/桃園行政處學務組 啟

### **Notice for Students Who Need to Request Leave during the Mid-term Examination Week for the 2<sup>nd</sup> Semester of 2017 Academic Year**

1. During the Mid-term examination week (Apr.23~Apr.27, 2018), no personal leaves will be granted. Students should submit a relevant doctor's certificate in order to complete sick leave process on the day of the examination.
2. Please apply on-line for leaves before Apr.27, 2018(Friday), and submit all the required documents before Apr.30, 2018 (Monday).
3. Other required documents must be submitted to Student Advisory Section on Taipei campus or Student Affairs Section on Taoyuan campus for approval within two days (including examination day). Late applications are not accepted.

Student Affairs Division/Taoyuan Student Affairs Section