

期中 期末 **考試請假單**  
 文藻外語大學替代課程

Wenzao Ursuline University of Languages Substitute course Mid-term Final Exam Leave Request Form

申請日期：      年      月      日  
 Application Date:      yyyy      mm      dd

|                                    |            |                                     |                          |                                 |            |   |
|------------------------------------|------------|-------------------------------------|--------------------------|---------------------------------|------------|---|
| 班級<br>Class                        |            | 學號<br>Student ID Number             |                          | 姓名<br>Name                      |            |   |
| 聯絡電話<br>Contact Phone Number       |            | 上課班別<br>(組別)<br>Class (Group)       |                          |                                 |            |   |
| 事由<br>Reason                       |            |                                     |                          |                                 |            |   |
| <b>請假明細 Details about Leave</b>    |            |                                     |                          |                                 |            |   |
| 年<br>Year                          | 月<br>Month | 日<br>Day                            | 班別<br>Class              | 組別<br>Group                     | 時數<br>Hour | 任課教師<br>Instructor  |
|                                    |            |                                     |                          |                                 |            |   |
|                                    |            |                                     |                          |                                 |            |   |
|                                    |            |                                     |                          |                                 |            |   |
| <b>擬補考時間 Time of make-up Exam</b>  |            |                                     |                          |                                 |            |   |
| 年<br>Year                          | 月<br>Month | 日<br>Day                            | 班別 (組別)<br>Class (Group) | 時間 Time                         |            | 備註<br>Notes   |
|                                    |            |                                     |                          | 上午<br>AM                        | 下午<br>PM   |   |
|                                    |            |                                     |                          |                                 |            |   |
|                                    |            |                                     |                          |                                 |            |   |
|                                    |            |                                     |                          |                                 |            |   |
| 課務組承辦人<br>Curriculum Section Staff |            | 課務組組長<br>Head of Curriculum Section |                          | 教務長<br>Dean of Academic Affairs |            | 成績核算<br>Grade Calculation<br><input type="checkbox"/> 八折<br>20% Discount<br><input type="checkbox"/> 不打折<br>No Discount |

\* 黑色粗框內請勿填寫 Please do not write inside the black box.