

# 銘傳大學導師電子公報(第 021 號)

## Ming Chuan University Class Advisor Electronic Bulletin

發文單位：學務處  
Student Affairs Division

中華民國 113 年 4 月 10 日  
April 10, 2024

適用月份：◎4 月份

Applicable Months: ◎April

適用對象：◎大學部 ◎研究所 ◎碩士在職專班

Intended Audience: ◎Undergraduate ◎Graduate ◎Graduate Work-experience Programs

敬愛的導師您好：

Dear Class Advisors:

### 112 學年度第 2 學期期中考試請假公告

#### Notice for Students Applying for Leave during Mid-term Examination Week for 2023-24 AY 2nd Semester

1. 期中考試期間（113 年 04 月 09 日起至 113 年 04 月 26 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。

During the Midterm examination week (**Apr. 09~Apr. 26, 2024**), no personal leaves will be granted. Students should submit a relevant doctor's certificate issued on the day of the examination in order to complete sick leave process. Relevant proof for other types of leave is required to be processed as "special case."

2. 上網登記請假截止日為 **04 月 26 日 (五)**，繳交證明文件截止日則順延至 **04 月 29 日 (一)**。

The deadline for online application for leaves is **Apr. 26, 2024 (Friday)**. Please submit all the required documents before **Apr.**

**29, 2024 (Monday).**

3. 請於缺考兩日內(含當日)上網申請請假登記及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  
Required documents must be submitted to Student Advising Section on Taipei campus or Student Affairs Section on Taoyuan campus for approval **within two days (including examination day)**. Late applications are not accepted.
4. 請同學於考試期間以學業為重，勿輕易請考試假，以免影響學業成績。  
Students are required to respect the importance of examinations and not to take leaves lightly to avoid affecting their studies.

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