



# 南華大學學生休學及離校手續申請表

## NHU Application Form for Suspension of Studies

申請日期：109年(Year) 月(month) 日(day)

系所名稱 Dept./Institute	學號 Student No.	姓名 Name	<b>※請繳回學生證</b>			
學生學制 category	<input type="checkbox"/> 大學日間部 Bachelor's Program <input type="checkbox"/> 進修學士班 Bachelor's Program (Extension Education) <input type="checkbox"/> 碩士班 Master's Program <input type="checkbox"/> 碩士專班 Master's Program (Weekend) <input type="checkbox"/> 博士班 Doctoral Program					
申請休學理由 Reason(s) for leave of absence	<input type="checkbox"/> 因論文因素(Unable to complete the thesis/dissertation on time) <input type="checkbox"/> 因考試訓練因素(Taking exams held by the government) <input type="checkbox"/> 因家人傷病因素(Taking care of the family) <input type="checkbox"/> 因傷病因素：身心狀況不佳(Poor health) <input type="checkbox"/> 因經濟困難因素(Financial difficulties) <input type="checkbox"/> 因工作需求因素(Work/job) <input type="checkbox"/> 因學業成績因素(Academic pressure)：學業困難 <input type="checkbox"/> 因志趣不合因素(Major and interest not matched) <input type="checkbox"/> 因適應不良因素(Maladaption) <input type="checkbox"/> 因出國因素(Overseas study) <input type="checkbox"/> 因育嬰因素(nurturing a child(ren) under the age of 3) <input type="checkbox"/> 因懷孕因素(Pregnancy) <input type="checkbox"/> 兵役(Military service) <input type="checkbox"/> 其他(請填寫) Other: (Brief details) : _____					
證明文件 Verifying Documents	<input type="checkbox"/> 公立醫院診斷書(Medical evidence) <input type="checkbox"/> 兵役證件影印本(Copies of military service certificates) <input type="checkbox"/> 家境清寒證明書 <input type="checkbox"/> 其它 Others: (please specify briefly) : _____					
休學期間 Duration of absence	自____學年度第____學期至____學年度第____學期 From ____academic year ____semester To ____academic year ____semester	休學次數	本次休學____學期，含本次申請，累計休學____學期。			
復學通知 寄達地址 Mailing Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 縣 鄉市 市 鎮區	電話 Mobile Phone				
申請人 Signatures	學生簽名 Student Signature:		家長簽章 Parental Signature (Undergraduates only):(碩、博士生本欄免簽)			
系所審核 Supervising Divisions	系所經辦 Department/Institute Administrative Assistant		導師、系主任(所長)核章欄 Department/Institute Chair			
<b>※申請之學生須經所屬系所辦公室、導師或系所主管訪談後，始可繼續辦理下列離校流程。</b>						
離校手續 會簽單位 Coordinating Offices  *延長休學者： 須會會計室、 國際及兩岸學院。	圖書館 Library (無盡藏)	體育室 Teaching Center of Physical Education (學慧樓1樓 H114)	就學服務處- 招生中心 Office of Admissions & Career Counseling- admissions center (成均館1樓 C104)	國際及兩岸學院 Office of International & Cross-Strait Affairs (學慧樓1樓 H115)	會計室 Accounting Office (成均館2樓 C213)	
			當學期為大學部新生須會			
	學務處-軍訓室 Military Education and Student Safety Section (成均館1樓 C111室)		學務處-生活輔導組 Guidance and Counseling Section (成均館1樓 C111室)		學務處-課外活動組 Extracurricular Activities Section (成均館1樓 C111)	
			(就學貸款)	(獎學金)		
	學務處-資源教室 (文會樓1樓)		總務處-保管組 Office of General Affairs- Custody Section (成均館1樓 C117)	總務處-事務組 Office of General Affairs- General Affairs Section (成均館1樓 C117)	總務處-出納組 Office of General Affairs- Cashier Section (成均館1樓 C117)	
身心障礙生須會						
教務處審核 Supervising Divisions  〔最後審核單位〕	註冊組經辦 Assistant of Registrar Section (成均館1樓 C101)		註冊組組長 Director of Registrar Section		教務長 Dean of Academic Affairs	
	學生證繳回否？ <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> 遺失補繳\$200。 <input type="checkbox"/> 為本學期新生，故無學生證。					

說明：

- 一、初次休學會簽流程：①導師、系主任或所長→②系所經辦→③系主任或所長→④體育室→⑤圖書館→⑥會計室→⑦學務處(身心障礙生請加會資源教室)→⑧國際及兩岸學院→⑨總務處→完成後送回【教務處】登錄系統後將刪除當學期課程。

The Sign of leave of absence of process for the first time : ①Tutor, Chairman or director→②Administrative Assistant of department→③Chairman, director→④Physical Education Office→⑤Library→⑥Accounting Office→⑦Office of Student Affairs→⑧Office of International & Cross-Strait Affairs→⑨Office of General Affairs→finish the sign of leave of absence of process, please come back Office of Academic Affairs.

- 二、延長休學會簽流程：①導師、系主任或所長→②系所經辦→③系主任或所長→④會計室→⑤國際及兩岸學院→⑥教務處。

The Sign of leave of absence of process for extending leave of absence : ①Tutor, Chairman or director→②Administrative Assistant→③Chairman, director→④Accounting Office→⑤Office of International & Cross-Strait Affairs→⑥Office of Academic Affairs.

- 三、休學手續應於期末考前一週辦妥。系所收件日即為退費日期計算基準日。如合於退費之學生，請參閱會計室公告之退費標準，並請於申請時一併繳交「存摺影本」向各系所洽辦退費手續。

The leave of absence of procedure should be completed before one week before the final exams. The date of receipt of department would be the base date of refund the tuition. Please offer the copy of passbook to administrative assistant of department if students could refund the tuition.

- 四、學生有下列情形之一者，應令休學：(1)一學期中請假逾三分之一者。(2)患病經公立醫院證明最短期內難於痊癒者。

Students should leave of absence when they were in situations : (1)Taking leave over one third of one semester. (2) To be sick, hard to get well in short period and proved by Public Hospitals.

- 五、學生休學期限為一學期至二學年。休學以累計二學年為原則，期滿因重病或特殊事故需再申請休學者，得酌允延長休學1年。在休學期間應征服役者，得於服役期滿檢送退伍令申請復學(服役期限不列入休學年限併計)，因懷孕、育嬰(三歲以下子女)申請休學者，其休學期限亦不列入休學年限併計。

The leave of absence of period could be from one semester to four semesters. The leave of absence of period would be accumulated to four semesters. Due to serious disease and special accident, students could be allowed to extend one year after finishing the leave of absence of period (four semesters). Due to military service, pregnancy and baby care to take the study, the leave of absence of period could not be included.

- 六、休學期限屆滿前一個月，應自行向教務處申請復學，期滿不復學者，以退學論。無故不到校註冊，亦未於規定期間請准休學者，應令退學。

Students should apply to return to school before one month before the expiration date of leave of absence. Students would be drop out if they did not apply to return to school after the expiration date of leave of absence. No reasons not to register would regarded as drop out from schools.

- 七、建議學生休學期間仍加入團保以維護個人權益，休學兩年內可自行選擇是否加入。繳費事宜請洽會計室(分機：1073)，加入團保事宜請洽衛保組諮詢(分機：1232)。

To suggest students to take part in student insurance to maintain personal rights. Within two years of leave of absence, students could decide to join the student insurance or not.

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# 南華大學學生休學訪談記錄

## NHU Counseling Record for Students' Application for Suspension

申請日期：109年/YYY 月/MM 日/DD

所屬系/所 Dept./Institute		學生姓名 Name	
年 級 Grade		學生學號 Student No.	
辦理休學原因〔必填〕 Reason(s) for leave of absence			
「導師」晤談內容摘要 Homeroom Advisor Counseling Content (Please describe recent performance of student.)			
導師簽名 Homeroom Advisor Signature: _____ 109年__月__日			
「系所主管」晤談內容摘要 Department Chair/Director Counseling Content (Please describe recent performance of student.)			
系主任簽名 Chair/Director Signature: _____ 109年__月__日			

◎本表填寫後，請將正本繳交系辦，影本擲回教務處註冊組。謝謝！

◎ After Homeroom Advisor and Chair/Director have signed for approval, please return these originals to the academic department and submit one photocopy to the Office of Academic Affairs: Registrar Section.