大一英文測驗請假單

Freshman English Test Absence Form

申請日期Application Date：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| 姓名  Name |  | 學號  Student ID |  |
| 系級  Department |  | 手機  Phone number |  |
| 電子信箱  E-mail |  | | |
| 大一英文 選課號碼  Course Number | 09\_\_\_\_\_ | | |
| 請假日期  Date of Absence | 113年4月\_\_\_日 ( ) 第\_\_\_ \_\_\_節  Apr. \_\_\_th, 2024 ( ) class \_\_\_ \_\_\_ | | |
| 請假假別  Reason for Absence | □病假sick leave □事假personal leave  □公假official leave □喪假bereavement leave | | |
| 事由  Brief Description |  | | |
| 大一英文授課  教師簽章  Signature of Freshman English Instructor |  | 學生簽章  Signature |  |

\*請授課教師簽名後，連同本申請單及證明文件送至語言中心辦理補考申請手續。

Your Freshman English Instructor has to sign before you hand in this form to Language Center with the certification for leave of absence to register for the make-up exam.

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補考日期：2024年5月3日 (五) 18:00-20:00

Date of make-up exam：May. 3rd, 2024 (Fri.) 18:00-20:00

\*請於補考當天攜帶學生證至語言中心5樓504室報到，若當天缺席，大一英文測驗將不予計分。

Please bring your student ID and go to Language Center 5th floor Room 504 on the date stated above. If you are absent for the make-up exam, then your Freshman English test will not be scored.