

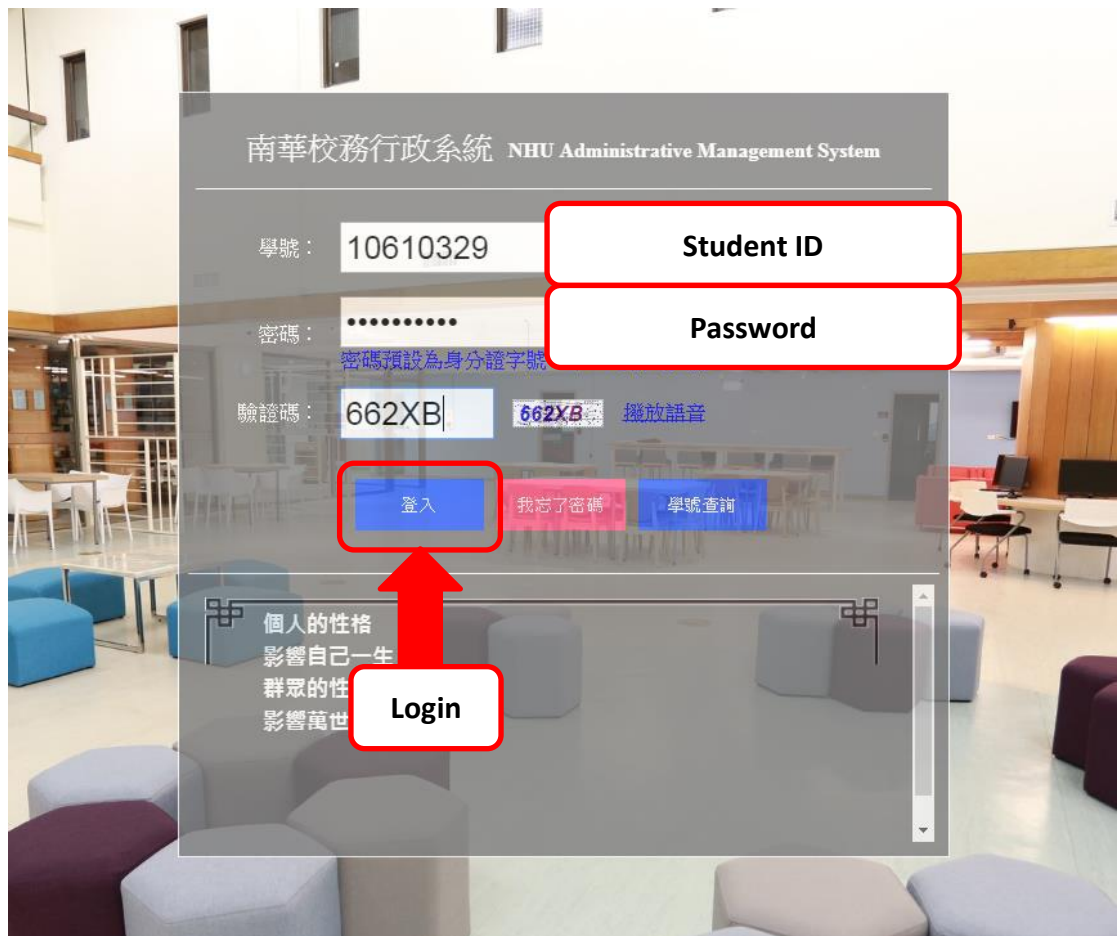
Apply for leave teaching

1. According to the Academic Guidelines of Nanhua University, students with any of the following conditions are considered to have withdrawn from the University “Students who are absent from course due to illness or other reasons shall ask for leave of absence in advance in accordance with the University's “Application for Absence Regulation”.
2. “Unexcused absence” refers to absence of a student who did not ask for leave of absence or whose request was denied. Those students who are absent for more than 45 hours of the total course hours in one semester, are considered to incomplete learning and have withdrawn from the university.
3. If you want to apply for leave, and the date of the leave has been more than 10 days .
You need to go to C111 office find the staff **Mr.簡柏僑** with your student card, so that he can open the system function for you.Or you can show them this sentence.
(您好，不好意思，我錯過請假時間，請幫我開請假系統，謝謝)
4. **Don't need to print the sheet.** Just check your online application “Ask for Leave” whether be pass or not.

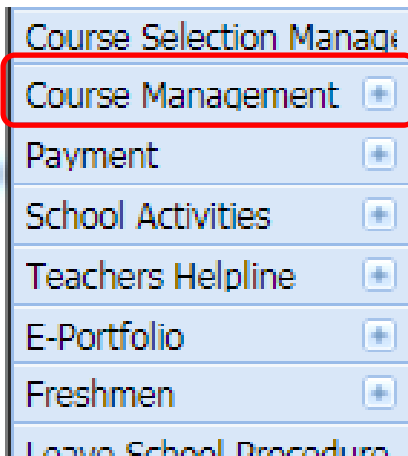
Step 1: Going to this website <http://std.nhu.edu.tw/>.



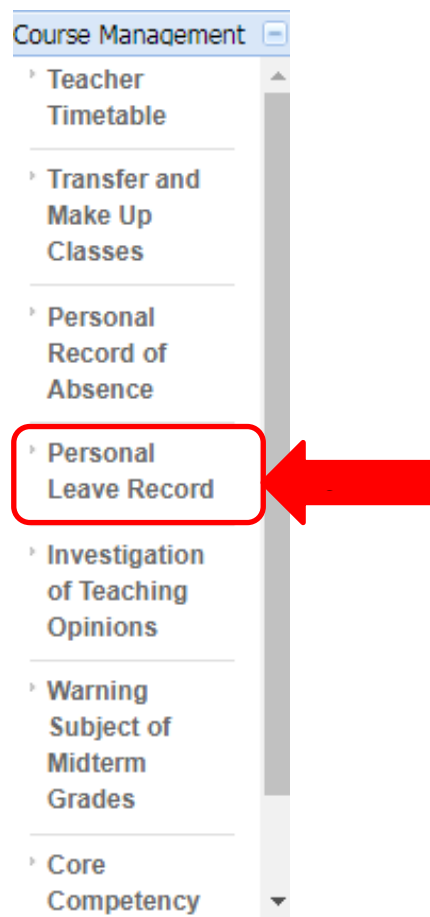
Step 2: Login your student system.



Step 3: Choose this section.(Course Management)



Step 4: Choose this section.(Personal Leave Record)



Step 5: Choose this section.

Personal Leave Record

Semester : 107Year/Month First Period 2 Semester Average Personal Leave Record List

Student ID : [REDACTED]

[Fill in Absence Form Online](#) ← **Click this one**

Leave Date	Leave Category	Reason
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[instructions](#)

Step 6: Choose this section and fill in your reason content.

Course Management > Personal Leave Record | [操作說明](#) [加入常用功能](#)

Personal Leave Record

Semester : 107Year/Month First Period 2 Semester Average

Applicant [REDACTED] Student ID [REDACTED]

Leave Type : College ← **Select the type of leave**

Start [] ~ End [] [Click: Same Date](#)

* Only one week for the period

Start time **Finish time**

Reason : []

You can upload the leave proof here [上傳附件](#) **Write your reason content (10-15 words)**

[Search for Personal Record](#) [Send the application to next step](#)

Click to go to the next step

Step 1: Set up Leave Name/Date/Reason Step 2: Ch...

[instructions](#)

Step 7: Choose the leave date.

Course Management>Personal Leave Record 操作說明 加入常用功能

Personal Leave Record

Semester : 107Year/Month First Period 2 Semester Average
Applicant : [REDACTED] Student ID : [REDACTED]

* Please choose the leave date and curriculums : [NO. : 0300055 Leave period : 2月20日 ~ 2月20日]

Search for the leave date : download personal class information

View the instructions

Leave Date	Leave period/subject	Movement
2月20日	First Period1,2,3 Save Session 國際物流管理	Edit/Delete Delete
2月20日	First Period5,6,7 Save Session 管理經濟學	Edit/Delete Delete

Search for Personal Record

Name/Date/Reason Course and Time

Instructions

1. Write your leave date.

3. Remember to save your leave course.

2. You can delete the course you have attended.

Step 8: Submission of leave.

Course Management>Personal Leave Record 操作說明 加入常用功能

Personal Leave Record

Semester : 107Year/Month First Period 2 Semester Average
Applicant : [REDACTED] Student ID : [REDACTED]

* Please choose the leave date and curriculums : [NO. : 0300060 Leave period : 2月27日 ~ 2月27日]

Search for the leave date : download

選擇請假節次、及課程科目

Session 0 1 2 3

選擇請假課程科目 :

管理經濟學
應用統計學
國際物流管理
國際財務管理
電子商務
國際貿易理論與應用

儲存至下方個人 2019-2-27 請假科目中

View the instructions

Leave Date	Leave period/subject	Movement
2月27日	First Period1,2,3 Save Session 國際物流管理	Edit/Delete Delete
2月27日	First Period5,6,7 Save Session 管理經濟學	Edit/Delete Delete

Search for Personal Record

Step 1: Set up Leave Name/Date/Reason Step 2: Choose Course and Time

Instructions

The date will appear and your leave will be saved

Step 9: Your leave record is saved. You don't need to print the sheet.

Applicant : [REDACTED] Student ID : [REDACTED]

Fill in Absence Form Online

Leave Date	Leave Category	Reason			
4月17日 NO. : 0300093	事假 上傳附件	[REDACTED]	師長簽核 簽核結果 師長備註	Cancel A Print the	
		Tutor Care Area : 賴丞堃	待簽核		
		Leave Date	Period		
		4月17日	First Period1,2,3Session	國際物流管理	
		4月17日	First Period5,6,7Session	管理經濟學	
2月27日 NO. : 0300060	事假 上傳附件	[REDACTED]	師長簽核 簽核結果 師長備註	Cancel A Print the	
		Tutor Care Area : 賴丞堃	待簽核		
		Leave Date	Period		
		2月27日	First Period1,2,3Session	國際物流管理	
		2月27日	First Period5,6,7Session	管理經濟學	
2月20日 NO. : 0300055	事假 上傳附件	[REDACTED]	師長簽核 簽核結果 師長備註	Cancel A Print the	
		Tutor Care Area : 賴丞堃	待簽核		
		Leave Date	Period		
		2月20日	First Period1,2,3Session	國際物流管理	
		2月20日	First Period5,6,7Session	管理經濟學	

[instructions](#)