



學生姓名/ Nome/ Name	中文/ Chinês /Chinese		姓/ Apelido/ Surname	
學號/ Nr.de Estudante/ Student No.	□ - □ □ - □ □ □ □ - □		名 /Nome/ Name	
聯絡電話 Telephone			課程專業/ Curso/ Programme	
聯絡電話/ No.de contacto/ Contact no.			電郵/ E-mail	

缺課日期/ Data de faltas/ Date of leave	由 From	/ / dd/ mm / yyyy	至 To	/ / dd/ mm / yyyy	總日數/ Total de dias/ Total no. of days	
申請原因 / Motivo/ Reason	<input type="checkbox"/> 病假/ Licença por doença/ Sick Leave <input type="checkbox"/> 其他（請註明）Outros (Favor indicar) / Others (please specify) _____ (如有需要請另頁書寫 Please use supplementary sheet if necessary)					
	*本人附 頁信函及證明文件以支持本人的申請。 *Anexei ( ) páginas de cartas e documentos de apoio à minha inscrição. *I attach page(s) of letters and documents in support of my application.					

在下列表格填上已經或將會缺席之科目/ Preencher na tabela abaixo as aulas que faltaram ou irão faltar/ List in the table below the classes have been missed or will miss

科目編號/ Código do Curso/ Course Code	班別/ Secção/ Section	科目名稱/ Nome do curso/ Course title

注意事項 Notes:

\* 學生必須附交相關信函及證明文件。/ Os alunos deverão anexar as cartas e os documentos comprovativos relevantes./ Students must attach the letters and relevant supporting documents.

本人聲明以上所述資料及相關證明文件，皆屬真實無誤。

Declaro que todas as informações fornecidas acima e os documentos comprovativos relevantes anexados são verdadeiros e completos.

I declare that all the information given above and relevant supporting documents enclosed are accurate and complete.

學生簽署:

Assinatura do(a) aluno(a):

Signature of Student: \_\_\_\_\_

日期:

Data:

Date: \_\_\_\_\_



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課程主任意見 /Parecer do(a) Coordenador(a) do Curso/Programme Coordinator's comment

課程主任簽名

Assinatura do(a) Coordenador(a) do Curso  
Signature of Programme Coordinator

日期/ Data/ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- 批准/ Deferido/ Approve Approve  
 不批准/ Indeferido/ Disapprove

院長/ 部門主管簽名

Assinatura do(a) Director(a)/ Chefe de Departamento  
Signature of Dean / Head of Department

日期/ Data/ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

GENERAL RULES GOVERNING BACHELOR'S DEGREE PROGRAMMES  
ATTENDANCE AND ABSENCE

1. Attendance
  - a. Participation in the work of a course is a precondition for a student's achievement of credits in that course.
  - b. A student whose studies are discontinued will not be permitted to attend classes during the period of suspension.
2. Absence
  - a. A student who cannot attend classes because of illness must inform the teacher UM Academic Calendar concerned in writing at the earliest opportunity. When longer absence is necessary (over three days) or when absence from examinations is in question, a student must submit in writing an application for leave of absence to the Dean or Director of the course offering unit concerned, together with a certificate signed by a registered medical practitioner.
  - b. A student who, during his studies, desires leave of absence for more than two full consecutive days for non-medical reasons must apply to the Dean or Director of the course offering unit concerned in writing at the earliest opportunity, stating the reasons for which the leave of absence is sought. Permission for such leave will only be granted in exceptional circumstances and on a case-by-case basis.
  - c. A student who is absent without applying for leave of absence from a course for more than 20% of its scheduled teaching periods in the aggregate will not be allowed to take the final examination and will receive a failing grade for that course.
  - d. If the expected period of leave is of a significant duration, students should apply for deferment of studies.