

香港中文大学(深圳)  
THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN  
研究生院

THE GRADUATE SCHOOL  
研究生学术请假/外出科研申请表

APPLICATION FOR ACADEMIC LEAVE (FOR POSTGRADUATE STUDENTS)

姓名(英文) (中文) 学号  
Name: ( in English ) \_\_\_\_\_ ( in Chinese ) \_\_\_\_\_ Student I.D. No.: \_\_\_\_\_

专业全称 课程编码  
Programme: \_\_\_\_\_ Programme Code: \_\_\_\_\_

修业年 预期毕业年份 / 学期 联络电话  
Year of Attendance: \_\_\_\_\_ Expected Year / Term of Graduation: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_

请假期 自 至  
Leave applied: From \_\_\_\_\_ (dd/mm/yy)\_ to \_\_\_\_\_ (dd/mm/yy)\_

原因(附有关证明文件, 及说明课程学习、TA 工作等的合理安排, 如适用)

Reason(s) (Please attach all necessary supporting documents, and the arrangement of course(s) learning, TA work, etc., if applicable):

签字 日期  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**收集个人资料声明**

1. 此表格所收集的资料将用以处理有关的申请, 所提供的资料于无需保留时将全部销毁。
2. 本表格所收集的资料或会转交香港中文大学(深圳)其他行政或教学部门作考虑或批核用。
3. 如在递交此表格后要查阅或改正个人资料, 请联络研究生院: (电话: (86)755-84273900)

**Personal Information Collection Statement:**

1. The personal data provided on this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. Information provided on this form may be transferred to other departments/administrative units within CUHK (SZ) for consideration and granting approval, where applicable.
3. For correction of or access to the personal data after submission of this form, please contact the Graduate School: (Tel. No.: (86)755-84273900)

**APPROVAL:**

<b>Advisor/Supervisor</b>	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Comments _____	Signature _____	Date _____

<b>Chairperson of the Graduate Panel</b>	<input type="checkbox"/> Recommended / Approved #	* <input type="checkbox"/> Not Recommended / Not Approved #
Comments _____	Signature _____	Date _____

<b>Dean of the Graduate School</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Comments _____	Signature _____	Date _____

#离校超过一周, 少于三周的申请需得到 Graduate Panel 批准, 离校超过三周(包含三周)需得到研究生院院长批准。

Graduate Panel may approve applications from students for leave of absence for less than 3 weeks. Leave days are no less than 3 weeks should be approved by the Dean of the Graduate School.