

Graduate Student Leave of Absence Application Form**研究生请假/休学申请表**

This Student Leave of Absence Form should be completed and returned to the Program Office before the starting date of his/her leave. Late application will NOT be accepted except with prior approval.
请在请假/休学起始日之前将本表格填写并交与课程办公室，延迟递交本表格需提前审批。

I. Personal Particulars 个人资料

| | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|--------------------------------------------------------------------|--------------------------------------|-----|
| Surname (English) 姓 (英文) | | Given Name (English) 名 (英文) | | Student ID No.学号 | |
| Name (Chinese) 姓名 (中文) | | Gender 性别 | <input type="checkbox"/> Male男 <input type="checkbox"/> Female女 | Date of Birth 出生日期 日/ Mth.月/ Yr.年 | Day |
| College 书院 | | | | | |
| I.D. Card No.* 身份证号码* | | | Nationality 国籍 | | |
| *Please complete the following if you do not possess an I.D. Card 如非身份证持有人员请填写以下护照信息 Passport No. 护照号: _____ Issuing Country 签发国家: _____ | | | | | |
| Home Address and Telephone No. 家庭住址及联络电话: _____ | | | | | |
| Tel. No. 固定电话号码: _____ Mobile Tel. No. 移动电话号码: _____ | | | | | |

* For Hong Kong, Macao or Taiwan resident, please fill in No. of Mainland Travel Permit for Hong Kong and Macao Residents or Mainland travel permit for Taiwan residents. For Foreign resident, please fill in Passport No..港澳同胞需填写港澳居民来往内地通行证号码，台湾同胞需填写台湾居民来往大陆通行证号码，外国籍人士需填写护照号码。

II. Student Record 在校记录

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School 学院 | Programme 专业全称 [如: Master of Science in Finance 金融学理学硕士] |
| <input type="checkbox"/> TPG / <input type="checkbox"/> MPhil / <input type="checkbox"/> PhD 授课型硕士/ 研究型硕士/ 博士 | <input type="checkbox"/> Fulltime / <input type="checkbox"/> Part-time 全日制/ 非全日制 |
| Have you passed candidacy examination? (For PhD) 是否通过候选资格考试? (适用于博士生) Written Exam 笔试 <input type="checkbox"/> Yes / <input type="checkbox"/> No 是/否 Oral Defense 答辩 <input type="checkbox"/> Yes / <input type="checkbox"/> No 是/否 | Have you got any scholarship? (For MPhil and PhD) 是否有获得任何奖学金? (适用于研究型硕士和博士) <input type="checkbox"/> No/ <input type="checkbox"/> Yes, please specify: _____ 否/是,请列举 |

III. Application for Leave of Absence 申请请假/休学

| | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------|---------|------|
| Requested Leave of Absence period 请假/休学时间 | From 从 | Day日/ | Month月/ | Yr.年 |
| | To到 | Day日/ | Month月/ | Yr.年 |
| Days for Leave of Absence 请假/休学天数 | _____ Days天** | | | |
| Reason(s) for Leave of Absence (Any supporting document should be attached, if you are a Research Postgraduate Student, please also state the arrangement of course(s) learning, TA work, etc., if applicable) 请假/休学的原因(请附上相关证明文件, 若您是全日制研究型课程学生, 请说明课程学习、TA工作等的合理安排, 如适用) | | | | |

** In case of illness necessitating absence exceeding three weeks, a Student shall submit an application together with a medical certificate signed by a qualified medical practitioner to obtain endorsement from the Graduate Panel concerned and permission from the Dean of the Graduate School.

A leave of absence for more than three weeks and less than six months for non-medical reasons shall obtain prior permission from the Dean of the Graduate School. A permission from the Board of Graduate Studies is needed if the leave of absence is equal to or more than six months for non-medical reasons.

Full-time research postgraduate Students who hold Postgraduate Scholarships should also apply to the Chair of the Graduate Panel concerned and Dean of the Graduate School for ANY period of leave.

**超过三个星期的病假申请，学生需提交一份由正规医院开具的病假证明，且申请须得到学院研究生事务委员会主席和研究生院院长的批准。

三个星期以上、六个月以下的非病假请假申请，需要通过研究生院院长签字批准。六个月以上的非病假请假申请，需要通过大学研究生事务委员会的批准。

凡获研究生奖助学金的全日制研究型课程学生，不论请假为多久，须事先向学院/单位研究生事务委员会主席及研究生院院长申请。

IV. Important Information and Declaration 重要信息及声明

The Chinese University of Hong Kong, Shenzhen as a data user undertakes to protect personal data and privacy of individuals, to ensure that personal data kept are accurate and secure in the collection, dissemination and management of the data collected from, or generated by, students during their studies at the University.

Data collected will be held/transferred to departments/administrative units within the University as management information to facilitate verifications, communication, operations and planning. For correction of or access to personal data held by the University, please contact the Graduate School.

I have read the important information above in relation to my academic study at the University, and agree to comply with all the relevant University Regulations.

香港中文大学（深圳）作为数据用户承诺保障个人资料及个人隐私，以确保于学生就学期间大学所收集及保存的个人数据的准确性，以及于收集、传播到管理过程中的安全性。

收集到的数据将被传递到大学内部的管理部门，作为大学内部信息管理、验证、交流、运营和规划之用途。如欲更改或查询由本大学收集的资料，请联系研究生院。

本人已经阅读上述与本人在大学的学业相关的重要信息，并同意遵守所有相关的大学条例。

Date 日期: _____ Signature 签名: _____

V. Approval / Recommendation by the Programme Director/Advisor/Supervisor 课程主任或导师签批

Endorsed 批准 Not Endorsed 不批准

Remarks, if any: _____

Date: _____ [dd/mm/yy] Signature: _____

VI. Approval / Recommendation by the Chair of the Graduate Panel 学院研究生事务委员会主席签批

Endorsed 批准 Not Endorsed 不批准

Remarks, if any: _____

Date: _____ [dd/mm/yy] Signature: _____

VII. Approval / Recommendation by the Dean of the Graduate School (If applicable) 研究生院院长签批 (如适用)

Endorsed 批准 Not Endorsed 不批准

Remarks, if any: _____

Date: _____ [dd/mm/yy] Signature: _____

VIII. Approval by Board of Graduate Studies (If applicable) 大学研究生事务委员会批准 (如适用)

Endorsed 批准 Not Endorsed 不批准

Remarks, if any: _____

Date: _____ [dd/mm/yy] Signature: _____