

中興大學 請假流程 NCHU Leave request process

I. Log in NCHU Single Sign On 進入興大入口－單一簽入系統

- 中文版 Chinese :

<https://idp.nchu.edu.tw/nidp/idff/sso?id=12&sid=0&option=credential&sid=0&target=https%3A%2F%2Fportal.nchu.edu.tw%2Fportal#>

The screenshot shows the NCHU Single Sign On System login interface. At the top, there is a header with the NCHU logo, the text '國立中興大學' (National Chung Hsing University), and '興大入口-單一簽入系統' (NCHU Single Sign On System). There are links for '中大首頁' (NCHU Home) and '計算機中心' (Computer Center), and language options for '中文' (Chinese) and 'ENGLISH'.

A red banner at the top left reads: '110.08起新生及新進人員請注意: 預設密碼請用新規則, 詳見"訊息公告區"說明' (Starting from 110.08, new students and new staff please note: please use the new password rules for the default password, see the "Message Notice Area" for details).

The main content area is divided into two columns. The left column is titled '系統登入' (System Login) and contains a login form with fields for '使用者 ID:' (User ID) and '密碼:' (Password). Below the password field, there is a note: '(請先變更密碼 注意有新,舊預設密碼及密碼規則 每6個月內變更一次)' (Please change password first. Note: there are new, old default passwords and password rules. Change every 6 months). There are '登入' (Login) and '忘記密碼' (Forgot Password) buttons.

The right column is titled '說明' (Instructions) and contains a list of links: '使用對象' (Users), '帳號及預設密碼' (Accounts and Default Passwords), and '變更密碼 / 忘記密碼' (Change Password / Forgot Password). Below this is a section titled '輔助說明連結' (Auxiliary Instruction Links) with links for '登入問題排除' (Login Problem Troubleshooting), '忘記密碼方法 1 圖解' (Forgot Password Method 1 Diagram), '忘記密碼方法 2 圖解' (Forgot Password Method 2 Diagram), '版面功能說明及操作示範連結' (Interface Function Description and Operation Demonstration Link), '各系統網址列表(從首頁登入)' (List of System URLs (Login from Home Page)), and '各系統入口網址列表' (List of System Entry URLs).

At the bottom of the right column is a section titled '訊息公告區' (Message Notice Area) with a list of announcements: '111.03.15二次認證停用。' (Secondary authentication suspended on 111.03.15), '110.08 新進學生/人員預設密碼: 身分證字碼首碼大小寫+身分證末四碼+出生日末四碼(共10碼) (ex. Bb56780123, 首次登入請務必變更密碼)。' (110.08 New students/staff default password: ID card number first code uppercase and lowercase + ID card last four digits + birth date last four digits (total 10 digits) (ex. Bb56780123, please change password upon first login)), and '自105.11.07起配合資安新政策,密碼原則已修訂如下,請務必配合: 安全性及使用須符合至少8碼且英數字、大小寫混合之規定 首次登入必須變更密碼,至少6個月內定期進行變更!!!' (Since 105.11.07, in accordance with the new security policy, the password principle has been revised as follows, please cooperate: security and usage must meet at least 8 digits and English/numbers, uppercase and lowercase mixed specification. First login must change password, change regularly every 6 months!!!).

- 英文版 English :

<https://idp.nchu.edu.tw/nidp/idff/sso?id=12&sid=0&option=credential&sid=0&target=https%3A%2F%2Fportal.nchu.edu.tw%2Fportal#>

110.08起新生及新進人員請注意:
預設密碼請用新規則, 詳見"訊息公告區"說明

Login

User ID:
Student ID or Staff ID

7 [REDACTED] 1

Password:

Login Forget

NOTICE

- For students, please login with your 10 digit Student ID.
e.g., If your Student ID is 49929099, change it to 4099029099.
Your default password is the combined string of the last 4 digit of your ID, and the last four number of your birthday.
- For teachers and staff, please login with your staff ID(7 digit).
- If you are new student or staff after 110.08.01 enrolled then the new default password is Using ID's first letter upper and lower (twice) with the last 4 digits of ID and with the month and day of your birthday.
For example, ID is A123456789, birth date is 1999/01/01, then your default password is Aa67890101.
- All users logged in for the first time will be suggested to change your password.



II. 進入「學務資訊系統/Students Affairs Information」

登入資訊 (登出 | 密碼管理)

系統公告 設定我的最愛

系統公告及相關資訊

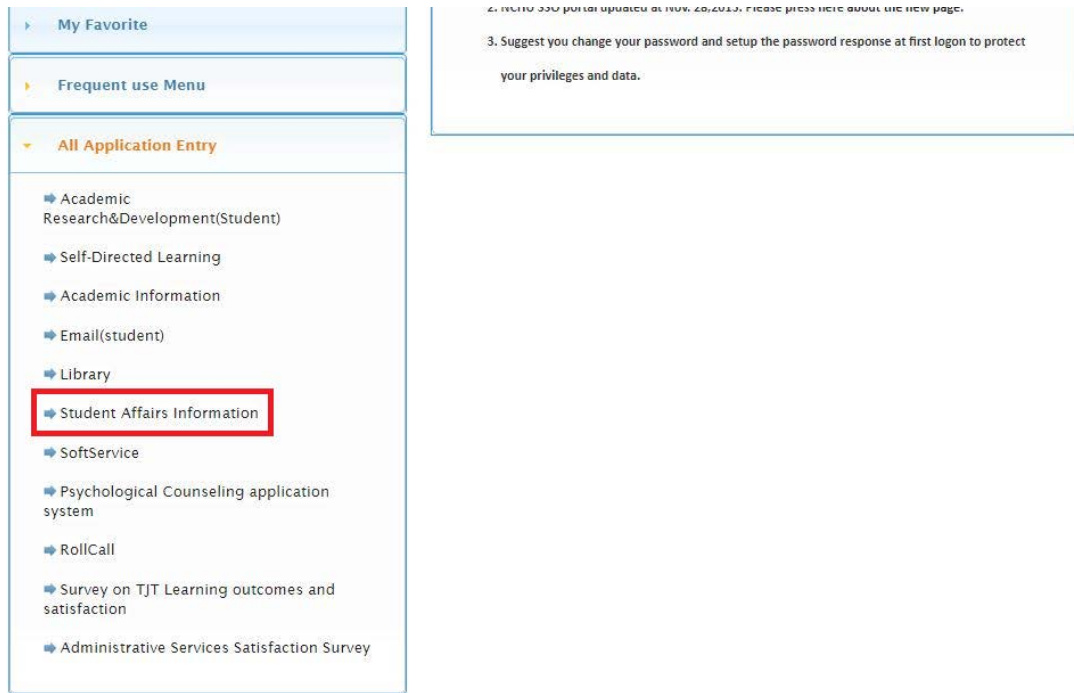
- 興大SSO使用說明
- 興大入口版面說明請點選這裡。
- 提醒您！請變更您的密碼及設定密碼提示以保護您的權益及資料的安全。

我的最愛

常用功能清單

各系統入口

- 學術研發服務網(學生)
- 自主學習
- 教務資訊系統
- 郵件系統
- 圖書館首頁
- 學務資訊系統**
- 雲端軟體服務
- 諮商輔導申請暨轉介
- 點名系統
- 台泰日大專生學習成效與滿意度調查
- 行政滿意度問卷調查



下方內容只有中文版,無英文版

(The following contents are written in Chinese only, thus you may follow the steps as the pictures show)

- III. 進入學務資訊系統後，點選第三項「學生請假系統」→第一項「假單申請」



- IV. 進入線上請假申請頁面，下拉至最下方勾選「我已詳讀學生請假規定/I have read the regulations」

學務資訊系統

發出

個人資訊管理

新生入學

學生請假系統

假單申請

假單查詢

請假時數統計

學術論文獎勵

助學資訊

學生宿舍

生涯規劃課程

學正系統

健康中心

校內外活動申請系統

學生社團(街)

線上請假申請

一、本校因應嚴重特殊傳染性肺炎防疫注意事項

(一) 依109年3月10日本校「傳染病緊急應變工作小組」第9次會議決議，列為高風險地區建議解組為第三級區家者，本校師生一律禁止前往，如需配合相關防疫措施者(含居家隔離、居家檢疫、自主健康管理)，於14天內請勿到校，以維護師生健康，相關防疫事宜，請參閱本校「嚴重特殊傳染性肺炎防疫專區」<http://covid-19.nchu.edu.tw/>。

(二) 依109年3月18日本校「傳染病緊急應變工作小組」第10次(擴大)會議決議，本校教職員工生即日起發出者，均應以居家隔離相關單位審查，學校應依地方衛生局；按本校學則第24條規定：學生因疾病或家事不能上課，應依本校學生請假規定辦理請假手續，於學生管理系統核定准予出假，期間不能上課者，應依本校學生請假規則辦理請假事宜，並檢附審核後簽影本作為證明文件。

二、國立中興大學學生請假規則

National Chung Hsing University Student Leave Request Regulations.

96年6月15日學生事務會議修正
Amended by students affairs meeting dated June 15, 2007
97年3月20日學生事務會議修正
Amended by students affairs meeting dated March 20, 2008
98年6月15日學生事務會議修正
Amended by students affairs meeting dated June 15, 2009
100年6月10日學生事務會議修正
Amended by students affairs meeting dated June 10, 2011
102年3月12日學生事務會議修正
Amended by students affairs meeting dated March 12, 2013
103年3月24日學生事務會議修正
Amended by students affairs meeting dated March 24, 2014
104年3月18日學生事務會議修正
Amended by students affairs meeting dated March 18, 2015
104年10月23日學生事務會議修正(第2、5條)
Amended by students affairs meeting dated Oct. 23, 2015
105年10月28日學生事務會議修正
Amended by students affairs meeting dated Oct. 28, 2016

6. Bereavement leave: For the pass away of the lineal relatives or the spouse, students who submit the obituary or death certificate for the bereavement leave shall be granted for 5 days and can be taken separately, but need to be completed within 100 days of the pass away of the lineal relatives or the spouse.

七、原住民民族歲時祭儀假：具原住民身份之學生，遇歲時祭儀時，依「紀念日及節日實施辦法」得申請放假一日。申請放假時，需提出戶籍謄本、戶口名簿或政府機關所開具證明原住民族別之文件。

7. Ritual and Festival Leave for Indigenous People Aboriginal students can request one day leave when they need to participate in rituals and festivals according to the "Regulations for Memorial Days and Holidays." Household certificate, Household certificate transcript, or government-issued aboriginal tribe certificate must be submitted for making the request.

第三條 在正式上課時間內，不得因課外活動申請公假，但代表本校參加校外活動者不在此限。

Article 3 No official leave can be requested for the reason of extracurricular activities during class hours, except for participating off-campus activities on behalf of NCHU.

第四條 學生請假依下列規定辦理：

Article 4 Students who request for leave should follow the rules below.

一、請假必須親自辦理，非因重病或重大事故，不得請人代辦。

1. Make the request in person except for severe illness or serious accidents.

二、除因急病或突發重大事故者得於七日內(含當天，不含非上班日)補辦請假手續外，所有請假均須事先辦理，請假未經核准，概以未行請假論。

2. Requests for leave must be made in advance. In the case of severe illness or urgent and serious accidents, students shall complete an application for leave within 7 days afterward (day of the leave is included, but the weekend and holidays are excluded).

第五條 准假權責依請假日數，規定如下：

Article 5 Student leave must be approved by the persons as follows.

一、一至二日：由授課教師核定，惟大一還會須經系教官核定；全校運動會由導師核定。

1. Leave of 1-2 days: approved by the course instructor. Leave for Freshmen Assembly must be approved by the department military training instructor. Leave for school sports day must be approved by the advisor.

二、三至五日：由授課教師、導師核定。

2. Leave of 3-5 days: approved by the course instructor and advisor.

三、六至十五日：由授課教師、導師、系所主管核定。

3. Leave of 6-15 days: approved by the course instructor, advisor and head of the department or institute.

四、十六(含)日以上：由授課教師、導師、系所主管、學務長、教務長核定，創新產業推廣學院學生由創新產業推廣學院院長核定。

4. Leave of more than 16 days: approved by the course instructor, advisor, head of department or institute, dean of student affairs, and dean of academic affairs.

第六條 本規則經學生事務會議通過後，送請校長核定施行，修正時亦同。

Article 6 The regulations shall be implemented after being approved by the Student Affairs Meeting and authorized by the President. Any amendments shall be processed accordingly.

1. 紙本假單或線上假單之採用，請同學們遵循授課教師規定。

2. 線上假單若未經教師核定，等同未完成請假，故請同學們需留意假單核定狀態。

☐我已詳讀學生請假規定/I have read the regulations

下一步/Next

- V. 進入課程請假，填寫請假日期/Fill in the blanks
類別/Type: 點選最下方「配合 covid-19 防疫缺課」(Prevention of Covid-19)

[The following reasons are only for your reference.以下請假理由僅供參考]

- 居家檢疫/隔離: home quarantine/isolate
- 集中檢疫: collective quarantine
- 自主健康管理: Self-health Monitoring
- 接種疫苗: vaccination
- 出現疑似症狀或確診接受治療: confirmed case

VI. 點選「下一步/Next」，勾選要請假的課程 Check the class you are asking for leave

課程請假

*請勾選要請假的課程

請假日期/Absent Time : 2022/04/12 ~ 2022/04/12 ☒ 節次請假 ☐ 整期請假

假 別/Type :

請假事由/Reason :

※如因配合相關防疫措施(如：居家防疫、居家隔離、集中檢疫、自主健康管理、接種疫苗、出現疑似症狀或確診接受治療...等)，造成缺課，「假別」請選擇【配合covid-19防疫缺課】，不列入出勤紀錄。

下一步/Next

大一選會請假

*請勾選要請假的大一選會

課程名稱/Course	請假日期/Date	節次/Session	假別/Type	請假事由/Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

402 台中市南區嘉光路250號
建議瀏覽器Chrome, IE7.0以上版本, 最低瀏覽器解析度1024*768以上。

VII. 點選「確認」，即為送出請假申請 Click confirm and submit

國立中興大學 學務資訊系統
National Chung Hsing University Student Information System

新系統 學務處首頁 回到首頁 登出

個人資訊管理
學生獎助資料
學生請假系統
學術論文獎勵
助學資訊
學生宿舍
生涯規劃歷程
導生系統
查詢我的導師
通知我的導師
健諮中心
學生社團
場地器材管理系統
登出

假單申請

學 號/Student ID : 申請者/Name :

系 所/Department : !系

請假區間/Absent Time : 假 別/Type :

請假事由/Reason :

序號/No	課程名稱/Course	請假日期/Date	時間/Class Period	節次/Session	授課老師/Instructor
1	中高級英語聽力	111.04.12(二)	13:10~15:00	□5 ■6	

確認/Next 回上頁/Back