

教師線上核假之相關規則

- 一、教師線上核假之對象：僅限於學生二日內之請假。
- 二、倘若大學部學生請假二日內，共有 3 門課，分別為 3 位教師授課，學生由網路上直接「送出審核」即可。
- 三、五專部學生請假一律由導師進行線上核假。
- 四、為方便教師使用及為免造成核假的壓力，系統除先 email 通知教師有待審核之學生請假資料之外，實際上並未限制您核假期限，惟為維護學生請假權益，仍祈請您於收到 email 通知後，倘若方便，能夠儘快進行核假。
- 五、為避免混淆，經您核示並傳送後之學生請假資料，於您下次再進入系統時，資料將不復存在。倘若您按「親洽」，則該筆資料將保留至您確定「核准」或「不核准」後，資料才不復存在。
- 六、倘若大學部學生某課程分屬多位教師授課（目前有一些課程，同時安排多位教師授課的情形），雖然所有授課教師皆會收到學生請假資料，但僅由當節實際任課教師進行核假即可，非當節實際授課教師請毋須進行核假作業。
- 七、具以下情形者，學生仍須維持舊式紙本簽核方式：
 - 1、公假、喪假及請假二日（含）以上者，因須檢附相關證明文件。
 - 2、定期察看學生，因須面談並加強輔導。（以上特殊請假，學生務必印出假單並依規定逐級呈核完畢，不在線上核假行列）

Regulations of attendance checking online system :

- 1、This system is only for students who are absent within two days.
- 2、The student wants to ask for leave of two-days absence. He has three courses , Thus, the student has to write his request online for all courses.
- 3、Students of Junior College need to get class teacher's approval on line for taking a leave.
- 4、“Information Service System” will inform you that some students’ requests for leaves of absence need your verification. There is no deadline for your verification in the system. To protect students’ interests, you would give your verification as soon as you could when you receive the email.
- 5、To avoid confusion, the request that you have checked and sent will not appear when you log in the system again. If you choose “In person” , the request will appear until you check and send.
- 6、If the course is given by several instructors jointly, all of the instructors will receive the request. However, only the instructor who gives the lecture at that time has to check the request; the others do not have to check the request.
- 7、If students have these situations as below, they should use request form.
Firstly, the verification of leave for statutory reasons, funeral leave, and including/over two-day absence because of the certificate.
Secondly, the probationer students have to be counseled. They have to talk to drillmasters face to face.
(These two kinds of situations are special. The students have to print out the request forms of absence, and follow the rules to get the verification. Teachers could not use online system.)