**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_学院请假单**

**Application Form for Being Absent**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **请假人信息****PERSONAL INFORMATION** | 姓名/NAME  |  | 学号/STUDENT NO. |  |
| 专业/MAJOR |  | 电话/PHONE NO. |  |
| 紧急联系人/EMERGENCYCONTACT |  | 紧急联系人电话/EMERGENCY TELEPHONE NO. |  |
| 家庭住址/HOME ADDRESS |  |
| 父母电话/PARENTS’ PHONE NO. |  | 邮箱/E-MAIL |  |
| **请假时间** **LEAVE PERIOD** | 起始时间/FROM 年/Y 月/M 日/d截止时间/TO 年/Y 月/M 日/d |
| **请假原因****REASONS FOR LEAVE** | 学生签字/STUDENT SIGNATURE： 日期/DATE: 注：外出请假请说明去向和原因，病假需提供医院证明NOTE: Please explain the reasons for your leave; provide a medical certificate for sick leave.  |
| **导师或班主任意见SUPERVISOR or ADVISOR’S OPINION** | 签字/SIGNATURE： 日期/DATE: |
| **院系主管领导意见SCHOOL EXECUTIVE LEADER’S OPINION** | 签字/SIGNATURE： 日期/DATE: |
| **教务处领导意见****APPROAL of EDUCATION ADMINISTRATION OFFICE** | 签字/SIGNATURE： 日期/DATE: |
| **销假记录/RECORD OF RESUMPTION FROM LEAVE** | 学生签字/STUDENT SIGNATURE： 日期/DATE: |

请假须知：

1. 请病假需凭医院证明。在校由北大校医院证明，外出由县级以上医院证明。
2. 无论请病假还是事假，一周（含）以内，由导师（或研究生班主任）批准；一周以上，由导师及学院主管负责人批准，同时需获教务处领导批准。
3. 研究生在一学期内累计请病假一个月以上者，需报研究生院培养办公室备案。研究生在一个学期内，累计请病假超过本学期学习周数三分之一以上者，必须办理休学。
4. 研究生在一个学期内累计请事假不能超过一个月；超过一个月者，则应到研究生院培养办公室办理停学手续。
5. 请假期满，必须按时销假。如需续假，应办理续假手续。需要续假时，手续与请假相同。

**INSTRUCTION：**

1. A medical certificate is needed for sick leave. It must be approved by the PKU university hospital when in school and by a county or higher level hospital when not in school.
2. Students taking personal leave or sick leave within one week or less, should receive approval from their supervisors (or advisors)；more than one week of absence should be approved by supervisors and the school’s executive person in charge, as well as the Head of Education Administration Office.
3. When requesting a sick leave of longer than one month, within one semester, graduate students should report to the Graduate School of PKU. For sick leave that lasts longer than a third of the academic semester, graduate students should take a suspension.
4. Graduate students should not ask for personal leave longer than one month cumulatively in one semester; otherwise, graduate students should apply for a suspension.
5. Graduate students must resume their studies when the suspension is over. If the suspension needs to be extended, the student must request an extension.