

**國立成功大學因應新冠肺炎 COVID-19 疫情學生無法到課情形說明事項**  
**NCKU Epidemic Prevention Announcement for 2019 Novel Coronavirus (COVID-19)**

發布單位：國立成功大學學生事務處生活輔導組

By Student Assistance Division, Office of Student Affairs, NCKU

(2020/03/17)

各位親愛的同學：

Dear Students

依 109 年 3 月 16 日教育部通報說明，本校同學如有因應新冠肺炎 COVID-19 疫情無論是「居家隔離」、「居家檢疫」或「自主健康管理」之原因而無法到課之情形，請配合至「本校學生請假系統 <http://leavesys.ncku.edu.tw>」提出請假申請，請假類別請選擇【因防疫(COVID-19)須隔離事由 Home Isolation, Home Quarantine or Self-Management of Health】，且不列入缺課紀錄。

Students who cannot attend classes due to **epidemic prevention of Home Isolation, Home Quarantine or Self-Management of Health**, please apply for leave in the "Student Leave System <http://leavesys.ncku.edu.tw>". The reason for absence is to carry out【因防疫(COVID-19)須隔離事由 Home Isolation, Home Quarantine or Self-Management of Health】that the leave is not included in the absence penalty record.

提出申請時 必須上傳證明文件：

Please apply for leave in the "Student Leave System <http://leavesys.ncku.edu.tw>". **and upload proofs of :**

1.嚴重特殊傳染性肺炎相關之各類通知書(下半聯即可)。

(例如：隔離治療通知書、自主健康管理通知書及居家隔離通知書。)

Please upload proofs of "Related Notifications of COVID-19 Prevention (the lower half would be sufficient)" in the attachment.

2.如無法提供上述第(1)項證明文件時，請以出、入境護照或飛機票(含國家及出入境日期)或是其他通知文件做為證明。

Please upload proofs of "the stamped page of passport or airline ticket (including the entry record)" or other certified documents in the attachment.

課務組就學務處「學生請假系統」提供因防疫無法到課之請假學生名單，依學生之修課情形通知各授課教師，說明請假不列入缺席扣分記錄。

The Curriculum Division, according to the data from "Student Leave System" of the Office of Academic Affairs, provides a list of students who will be absent from school due to epidemic prevention, informs each instructor of the class according to the student's course enrollment situation, and states that the leave is not included in the absence penalty record.

此外，溫馨提醒同學配合每日早／晚各量體溫一次，並到成大 COVID-19 防疫資訊平台雲端紀錄

(<https://tinyurl.com/qw4p2un>)。

During the period of Home Isolation, Home Quarantine or Self-Management of Health, people should check body temperature in the morning and evening every day, and report through the on-line NCKU COVID-19 Epidemic Prevention Platform (<https://tinyurl.com/qw4p2un>).