



學員缺勤申請表
Student Absence Request Form

TR/087

I. 合理缺勤申請須知 Important Notes for Justifiable Absence Request			
按「報讀須知 (TR/073)」規定，學員因工作或生病而缺席上課，必須在缺席後 5天內 向澳門生產力暨科技轉移中心 (CPTTM) 遞交僱主或註冊醫生的書面證明，CPTTM保留接納為合理缺勤與否的權利。在任何情況下，合理缺席 不能 超過課程出席率的 百分之二十 。 If a student is absent from class due to work or medical reasons, the student needs to submit to Macau Productivity & Technology Transfer Center (CPTTM) a written notice from his/her employer or registered doctor within 5 days after the absence. CPTTM reserves the right to accept or not the situation as justifiable absence. In any circumstance, justified absence cannot exceed 20% of the required level of attendance.			
II. 已報讀課程 Course Enrolled			
課程名稱 Course Title		課程編號 Course Code	
III. 學員資料 Student Informaion (註：姓名須與身份證明文件相符 Names must correspond with ID document)			
中文姓名 Name in Chinese		電話 Telephone	
英文姓名 Name in English		電郵 Email	
IV. 缺席原因 Reason of Absence			
<input type="checkbox"/>	因病缺勤 (請附上醫療證明書) Due to medical reasons (please attach the medical certificate)	<input type="checkbox"/>	因工作缺勤 (請附上僱主/工作證明文件) Due to work reasons (please attach supporting document from employer/work)
<input type="checkbox"/>	其他原因 (請註明及附上證明文件) Other Reason (please specify and attach supporting document):		
V. 缺席日期 (及時間，如適用) Date of Absence (and time if applicable)			
申請人簽名 Signature by Applicant		日期 Date	

此欄由本中心填寫 For CPTTM Use Only			
收取附件 Document(s) received	<input type="checkbox"/> 醫療證明書 Medical certificate <input type="checkbox"/> 僱主/工作證明文件 Supporting document from employer/work <input type="checkbox"/> 其他(請註明) Others (please specify):		
課程總節數 Total no. of sessions		需出席節數 No. of sessions required	
早前已獲批之合理缺勤節數 (若有) No. of sessions previously approved for justified absence (if any)			
經辦人簽名 Handled by		日期 Date	
批核結果 Approval Results	<input type="checkbox"/> 批准 Approved <input type="checkbox"/> 不批准 Not Approved	獲批之合理缺勤節數 No.of sessions approved for justified absence	
原因/備註 Reasons/ Remarks			
審批人簽名 Approved by		(S/M/M) 日期 Date	
<input type="checkbox"/> 已通知申請人	經辦人簽名 Handled by	日期 Date	