115 年校慶活動日學生請假及出缺勤管理規範

一、實施目的

為配合本校 115 年校慶活動於星期三舉行，並列為正式上課日，確保學生正常出勤及參與校慶活動，作為學生請假、出缺勤管理及各單位執行之依據。

二、適用對象：本校全體日間部學生。

三、活動日期：115 年 12 月 2 日（星期三）。

四、學生出勤及請假原則

（一）校慶活動日為正式上課日，學生應依規定到校上課。

（二）四技一年級學生應參加校慶開幕典禮，未能參加者應依本校學生請假規定辦理，典禮結束後，依當日課程及學校安排參與活動。

（三）其餘年級學生依當日課程及學校安排參與活動。

（四）學生因病、家庭因素或其他正當事由無法到校或參與指定活動者，應依本校學生請假規定辦理。

（五）經學校指派擔任校慶活動工作人員、表演人員、競賽選手或服務人員者，依核定名單及指定時段辦理公假。

（六）公假人員名單由各系（科）、活動承辦單位事先彙整，並請學生上系統完成請公假手續。

五、校慶當日出缺勤管理

（一）四技一年級學生：

1.學生應於 0810 時至毓麟館集合，統一參加校慶開幕典禮。

2.由各班導師協助進行點名及出席確認。

3.開幕典禮結束後，依學校課程及各系（科）安排參與後續活動。

（二）其餘年級學生：

1.依當日課程及各系（科）校慶活動安排到校出席。

2.未安排參加開幕典禮者，依原定課程上課。

（三）出缺勤紀錄：由導師及相關授課教師依實際課程、活動安排及學生請假紀錄辦理。

六、未依規定出勤之處理

（一）未請假且無正當理由未到校者，依本校學生出缺勤相關規定辦理。

（二）一年級學生未依規定參加開幕典禮，且無正當理由者，由導師了解情形後，依學校相關規定處理。

Hungkuang University Student Leave and Attendance Management Guidelines for the 2026 University Anniversary Celebration

I. Purpose

As the University's 2026 Anniversary Celebration will be held on Wednesday, December 2, which is designated as a regular school day, these guidelines are established to ensure students' regular attendance and participation in anniversary activities, and to provide a consistent basis for student leave applications, attendance management, and implementation by relevant University units.

II. Scope of Application

These guidelines apply to all students enrolled in the University's daytime programs.

III. Date of the Event

December 2, 2026 (Wednesday).

IV. General Principles for Student Attendance and Leave Applications

1. The University Anniversary Celebration Day is a regular school day. Students are required to attend classes as scheduled.
2. First-year students enrolled in four-year undergraduate programs are required to attend the University Anniversary Opening Ceremony. Students who are unable to attend must apply for leave in accordance with the University's student leave regulations. Following the ceremony, students shall participate in activities according to their class schedules and University arrangements.
3. Students in other academic years shall attend classes and participate in activities according to their schedules and University arrangements.
4. Students who are unable to attend classes or designated activities due to illness, family matters, or other legitimate reasons must apply for leave in accordance with the University's student leave regulations.
5. Students officially assigned by the University to serve as event staff, performers, competition participants, or volunteers during the anniversary celebration shall be granted official leave based on approved lists and designated time periods.
6. Each academic department (program) and event-organizing unit shall compile the lists of students eligible for official leave in advance. Students must complete their official leave applications through the University's online system.

V. Attendance Management on the University Anniversary Celebration Day

(1) First-Year Students in Four-Year Undergraduate Programs

1. Students must assemble at Yulin Gymnasium at **8:10 a.m.** to attend the University Anniversary Opening Ceremony.
2. Class advisors shall assist in taking attendance and confirming student participation.

3. After the opening ceremony, students shall participate in subsequent activities according to their class schedules and arrangements made by their respective academic departments (programs).

(2) Students in Other Academic Years

1. Students shall attend classes and participate in anniversary activities as scheduled by their respective academic departments (programs).
2. Students who are not scheduled to attend the opening ceremony shall attend their regular classes as originally scheduled.

(3) Attendance Records

Class advisors and relevant course instructors shall maintain attendance records based on actual class schedules, activity arrangements, and students' approved leave records.

VI. Handling of Non-Compliance with Attendance Requirements

1. Students who fail to attend classes or designated activities without approved leave or legitimate reasons shall be subject to the University's relevant attendance regulations.
2. First-year students who fail to attend the University Anniversary Opening Ceremony without legitimate reasons shall have their circumstances reviewed by their class advisors. Appropriate action shall be taken in accordance with the University's relevant regulations.