

(The Leave Verification for Students of International School of Medicine,
Zhejiang University)

学号 (Student ID)		姓名 (Name)		性别 (Gender)		国籍 (Nationality)	
专业班级 (Major Class)				联系方式 (Contact)			
请假时间 (Duration of Absence)		Date: Time: Course Name:					
请假理由 (Reasons for Asking Leave)							
请假承诺 (Personal Guarantee)		During the leave period, I hereby pledge that I will abide by Chinese laws and regulations as well as the rules and regulations of the school, pay attention to personal and property safety, and return to school on time for classes. I am responsible for all personal safety during my absence. 签名(signature): 年 月 日					
任课老师意见 (Course Teacher’s Opinion)		签名: 年 月 日					
班主任意见 (Coordinator’s Opinion)		签名: 年 月 日					
国际教学部意见 (Education Affairs Office’s Opinion)		签名: 年 月 日					

院系意见 (International School of Medicine's Opinion)	签名（盖章）： 年 月 日
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Notice 说明：

1. If you are not able to attend course studies and other activities prescribed by the university because of illness or other reasons, please make application for leave. Leave Verification should be submitted to the course teacher first, then to the coordinator. Certificates from hospital or Medical Records are compulsory for applying for sick leave.

学生因病或其它原因无法参加学校规定的课程学习和活动时，应办理请假手续。

请假应事先向任课老师提交请假审批表，其次向班主任提交请假审批表。因病请假必须附上医院证明。

2. Leave application less than one week should be examined and approved by the coordinator and tutor (Tutoring teacher is responsible for examination and approval of leave application during internship off the campus) and submitted to the International Education Department to be put on file. Leave application more than one week and less than one month should be examined and approved by the Education Affairs Office and also submitted to the Education Affairs Office to be put on file. Written Opinions from the teachers concerned in International School of Medicine are needed for leave application more than one month, which will then be submitted to International College to be approved and put on file.

请假 1 周以内的，由班主任审批（在校外实习期间由带队老师审批），并报国际教学部备案；请假 1 周以上、1 个月以内的，由国际教学部审批并备案；请假 1 个月以上的，由国际医学院负责人签署意见，报国际教育学院备案。