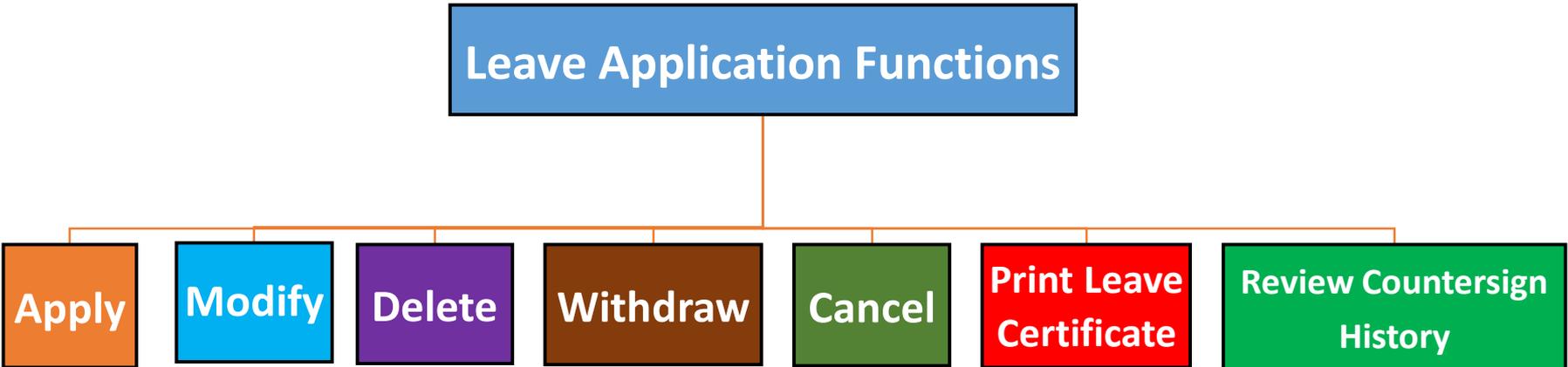




# **Manual of Student Leave Request System – Student (iNcu)**

# Student Leave Request Online

## Leave Application Functions



```
graph TD; A[Leave Application Functions] --- B[Apply]; A --- C[Modify]; A --- D[Delete]; A --- E[Withdraw]; A --- F[Cancel]; A --- G[Print Leave Certificate]; A --- H[Review Countersign History];
```

**Apply**

**Modify**

**Delete**

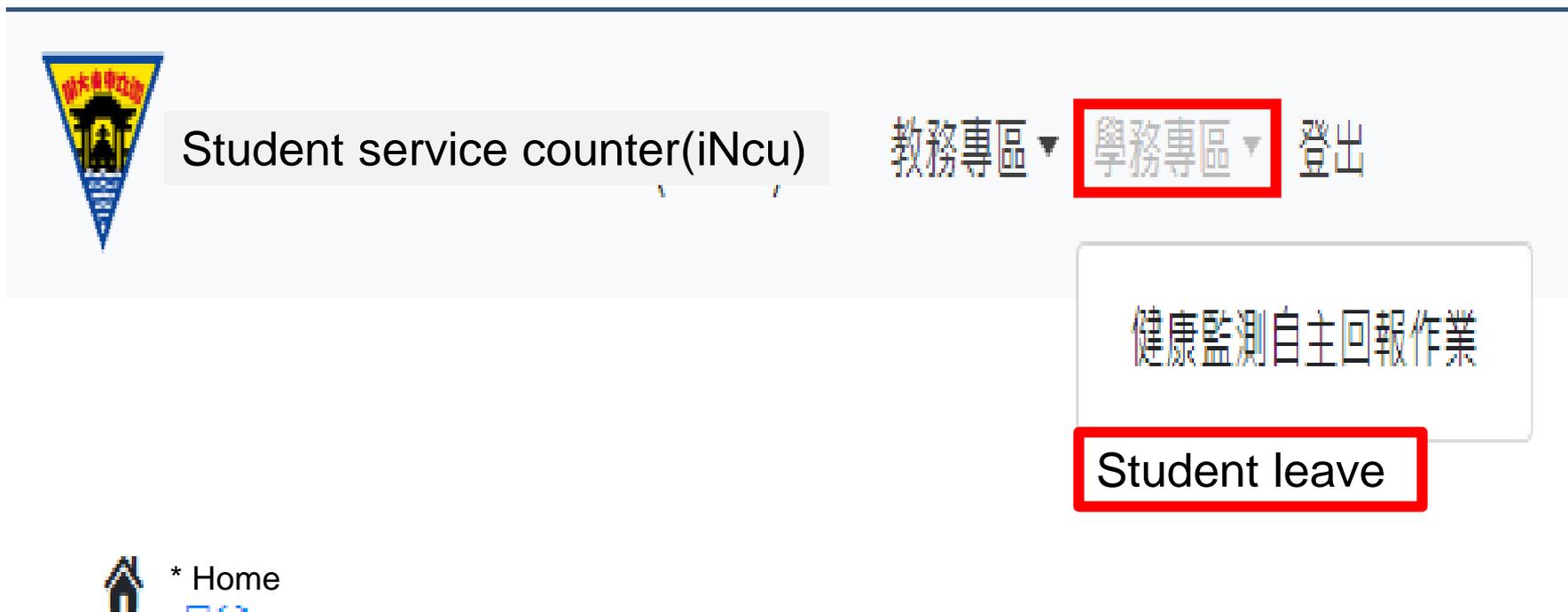
**Withdraw**

**Cancel**

**Print Leave  
Certificate**

**Review Countersign  
History**

- Student applies for leave online
- Enter school portal → student service counter (iNcu) → student leave request system



# 1. Add leave request form

## (3) Important reminder: it matters to your personal rights, please read carefully and confirm

### Important Reminder for Leave Request of Students

It matters to the rights of students, please read the content carefully!!!

#### Important regulations of leave

- ★ Students who cannot attend the class shall notice the instructor in advance and apply for leave
- ★ Students who cannot attend the exam shall apply for leave along with certificate and the makeup exam may not take place until the dean of academic affairs has approved the leave.
- ★ Student who leaves one third or above classes of certain subject in one semester shall not attend the exam and the score zero will be counted for the subject.
- ★ Student who leave more than one-third classes during the semester shall be ordered for suspension of schooling
- ★ Student leaves are categorized into sick leave, personal leave, official leave, bereavement leave, maternity leave (including paternity leave), period leave and marriage leave.
- ★ Following certificates are required for request of leave:
  - Sick leave : the medical (hospital) certificate (receipt or other proof as sufficient) is required for sick leave more than 4 days
  - Personal leave : minor students must have the approval of their parents or legal guardian or relevant supporting certificates for personal leave more than 4 days.
  - Official leave:
    - 1.The certificate of official leave for representing the school or handling school activities signed by counseling unit personnel and chief
    - 2.For matters regarding military service, the certificate issued by military unit is required
    - 3.The transcript of household registration, household registry or certificate issued by governmental agency is required for student with indigenous status taking indigenous ceremonial holiday leave (based on the indigenous ceremonial holiday announced by Council of Indigenous Peoples, Executive Yuan)
  - Bereavement leave: the death certificate or obituary is required for funeral leave due to the passing away or funeral service of their spouse, lineal relative(s), sibling(s).
  - Maternity leave: the hospital certificate or birth certificate is required. For paternity leave, the copy of ID card or certificate as sufficient shall be enclosed otherwise.
- ★Permission:
  - (1)The **mentor(advisor)** may approve the leave less than 3 days; the approval of **department chair** is required for leave for leave of 4 to 7 days and the approval of dean of student affairs is required for leave more than 8 days.
  - (2) The student shall notice the instructor before class
  - (3) Upload the electronic file after the official leave is signed by head of host (assign) unit

#### Notices for student leave request system

- ★Please read the manual of student leave request system of guidance and counseling section carefully.
- ★Please judge if the leave period covers holiday. If the holiday shall be excluded, please fill the physical dates of leave separately!!
- ★For rejection in either point of flow: please revise or refill the leave request!!
- ★In case that the dates of leave has exam involved, the hardcopy of “leave certificate” with relevant certificate sealed by guidance and counseling section shall be submitted to the dean of academic affairs for the approval of makeup exam.

**I have read and understand**

# 1.Add leave request form

## (1) Click application

🏠 > Student affairs zone > leave application

School year/term	<input type="text" value="1082"/>	Leave Category	<input type="text" value="-Select-"/>
Application status	<input type="text" value="-Select-"/>	Application period	<input type="text"/>
			<input type="button" value="Search"/>

Press this key to add the leave request form



**Application**

Regulations for student leave in Chinese and English

(2) Click the leave period: for application of consecutive leave, the system will not deduct the holidays. Please apply for the leave separately.

[Back to previous page](#)

*School year/term	1082
Start and end	<input type="text"/> ~ <input type="text"/>
<input type="button" value="Submit"/>	

# 1. Add leave request form

(4) Top section of leave form: click

1.Leave category 2. Reason 3. Upload certificate: medical certificate, official leave assignment certificate, obituary ...etc

[back](#)

*School year/term	1082
* Leave period	2020-07-16 ~ 2020-07-17
* Name	
*Department	學士班
*Grade	2年級
*Leave category	公假
Total days of leave	2天
* Department	電機工程學系
Class	B班
Reason for leave	代表學校參加排球比賽
Certificate	Select Official leave certification.pdf

Only accept : pdf or picture file  
Size limit : 4MB

Leave course	Date	Week	class hour	Course	Teacher
	2020-07-16	星期四	4	EE3044 數位系統設計與實作	張
	2020-07-16	星期四	6	EE3009 信號與系統	林
	2020-07-16	星期四	7	CC0418 當代政治分析	潘
	2020-07-16	星期四	8	CC0418 當代政治分析	潘
	2020-07-17	星期五	2	EE2028 電子電路實驗II	謝
	2020-07-17	星期五	3	EE2028 電子電路實驗II	謝
	2020-07-17	星期五	4	EE2028 電子電路實驗II	謝

Sick leave  
Personal leave  
Official leave  
Bereavement leave  
Maternity leave  
period leave  
marriage leave.

# 1. Add leave request form

## (5) Bottom section of leave form:

Click leave class hour, you may select all or single class. Then, click temporary save or send to next page

[back](#)

* School year/term	1082																																											
* Leave period	2020-07-16 ~ 2020-07-17																																											
* Name	蘇																																											
* Department	學士班	* Department 電機工程學系																																										
* Grade	2年級	Class B班																																										
*Leave category	公假	Reason for leave 代表學校參加排球比賽																																										
Total days of leave	2天	Certificate																																										
Total days of leave		Select Official leave certification.pdf																																										
		Only accept : pdf or picture file Size limit : 4MB																																										
Leave course	<table border="1"><thead><tr><th>Date</th><th>Week</th><th>class hour</th><th>Course</th><th>Teacher</th></tr></thead><tbody><tr><td>2020-07-16</td><td>星期四</td><td><input checked="" type="checkbox"/> 4</td><td>EE3044 數位系統設計與實作</td><td>蔡</td></tr><tr><td>2020-07-16</td><td>星期四</td><td><input checked="" type="checkbox"/> 6</td><td>EE3009 信號與系統</td><td>李</td></tr><tr><td>2020-07-16</td><td>星期四</td><td><input checked="" type="checkbox"/> 7</td><td>CC0418 當代政治分析</td><td>蕭</td></tr><tr><td>2020-07-16</td><td>星期四</td><td><input checked="" type="checkbox"/> 8</td><td>CC0418 當代政治分析</td><td>蕭</td></tr><tr><td>2020-07-17</td><td>星期五</td><td><input checked="" type="checkbox"/> 2</td><td>EE2028 電子電路實驗II</td><td>謝</td></tr><tr><td>2020-07-17</td><td>星期五</td><td><input checked="" type="checkbox"/> 3</td><td>EE2028 電子電路實驗II</td><td>謝</td></tr><tr><td>2020-07-17</td><td>星期五</td><td><input checked="" type="checkbox"/> 4</td><td>EE2028 電子電路實驗II</td><td>謝</td></tr></tbody></table>				Date	Week	class hour	Course	Teacher	2020-07-16	星期四	<input checked="" type="checkbox"/> 4	EE3044 數位系統設計與實作	蔡	2020-07-16	星期四	<input checked="" type="checkbox"/> 6	EE3009 信號與系統	李	2020-07-16	星期四	<input checked="" type="checkbox"/> 7	CC0418 當代政治分析	蕭	2020-07-16	星期四	<input checked="" type="checkbox"/> 8	CC0418 當代政治分析	蕭	2020-07-17	星期五	<input checked="" type="checkbox"/> 2	EE2028 電子電路實驗II	謝	2020-07-17	星期五	<input checked="" type="checkbox"/> 3	EE2028 電子電路實驗II	謝	2020-07-17	星期五	<input checked="" type="checkbox"/> 4	EE2028 電子電路實驗II	謝
Date	Week	class hour	Course	Teacher																																								
2020-07-16	星期四	<input checked="" type="checkbox"/> 4	EE3044 數位系統設計與實作	蔡																																								
2020-07-16	星期四	<input checked="" type="checkbox"/> 6	EE3009 信號與系統	李																																								
2020-07-16	星期四	<input checked="" type="checkbox"/> 7	CC0418 當代政治分析	蕭																																								
2020-07-16	星期四	<input checked="" type="checkbox"/> 8	CC0418 當代政治分析	蕭																																								
2020-07-17	星期五	<input checked="" type="checkbox"/> 2	EE2028 電子電路實驗II	謝																																								
2020-07-17	星期五	<input checked="" type="checkbox"/> 3	EE2028 電子電路實驗II	謝																																								
2020-07-17	星期五	<input checked="" type="checkbox"/> 4	EE2028 電子電路實驗II	謝																																								
Temporary save / Send																																												

## 2. Revise the leave form

### (1) Click revise

Add successfully

School year/term	<input type="text" value="1082"/>	Leave category	<input type="text" value="-Select-"/>
Application status	<input type="text" value="-Select-"/>	Leave period	<input type="text" value=""/> ~ <input type="text" value=""/>
<input type="button" value="Search"/>			

Apply Student leaving rules

請生輔組在此輸入文字。

#	School year/term	Department	Student number	Name	Leave category	Total days of leave	Leave period	E-Form No.	Application status	Application result	Management
1									<input type="button" value="Unsent"/>	<input type="button" value="Revise"/>	<input type="button" value="Review"/> <input type="button" value="Delete"/>

## 2. Revise the leave form

(2) Revise content: the revision is available for checking all or single class. After the revision, click temporary save or send

Leave course

Checking all

Date	Week	Class hour	Course	Teacher
2020-06-24	星期三	o1	AP3002 大氣動力學	黃
2020-06-24	星期三	o2	AP3002 大氣動力學	黃
2020-06-24	星期三	o7	AP3080 氣候變遷與地球災害概論	王
2020-06-24	星期三	o8	AP3080 氣候變遷與地球災害概論	王
2020-06-25	星期四	o6	GS3077 行政法	陳
2020-06-25	星期四	o7	GS3077 行政法	陳
2020-06-25	星期四	o8	GS3077 行政法	陳
2020-06-26	星期五	o5	AP3002 大氣動力學	黃
2020-06-29	星期一	oA	LG5092 民事訴訟法	郭
2020-06-29	星期一	oB	LG5092 民事訴訟法	郭
2020-06-29	星期一	oC	LG5092 民事訴訟法	郭
2020-06-29	星期一	o5	GS4514 資料視覺化	洪
2020-06-29	星期一	o6	GS4514 資料視覺化	洪
2020-07-01	星期三	o1	AP3002 大氣動力學	黃
2020-07-01	星期三	o2	AP3002 大氣動力學	黃
2020-07-01	星期三	o7	AP3080 氣候變遷與地球災害概論	王
2020-07-01	星期三	o8	AP3080 氣候變遷與地球災害概論	王
2020-07-02	星期四	o6	GS3077 行政法	陳
2020-07-02	星期四	o7	GS3077 行政法	陳
2020-07-02	星期四	o8	GS3077 行政法	陳
2020-07-03	星期五	o5	AP3002 大氣動力學	黃

Send

### 3. Review: details of leave form

Student number	10	Name	張		
Department		Department	大氣科、		
Grade	4年級	Class	A班		
Leave category	公假	Leave period	2020-06-23~2020-07-03		
Total days of leave	天	Reason for leave	打全國杯排		
Certificate	增假證明--請柬.pdf				
Leave course	Date	Week	Class hour	Course	Teacher
	2020-06-24	三	第八節(16:00~16:50)	氣候變遷與地球災害概論	王 醫、 旭、 碩
	2020-06-25	四	第八節(16:00~16:50)	行政法	陳
	2020-06-29	一	第六節(14:00~14:50)	資料視覺化	洪
	2020-06-29	一	第十二節(20:00~20:50)	民事訴訟法	郭
	2020-07-01	三	第七節(15:00~15:50)	氣候變遷與地球災害概論	王 醫、 旭、 碩
	2020-07-02	四	第七節(15:00~15:50)	行政法	陳
	2020-07-02	四	第八節(16:00~16:50)	行政法	陳
	2020-07-03	五	第五節(13:00~13:50)	大氣動力學	黃

Close

## 4. Withdraw

(1) Click withdraw to withdraw the leave form sent

Add successfully

School year/term

1082

Leave category

-Select-

Application status

-Select-

Leave period

Search

Apply

Student leaving rules

請生輔組在此處調整文字。

Review countersign history

	School year/term	Department	Student number	Name	Leave category	Total days of leave	Leave period	E-Form No.	Application status	Application result	Management
1	1082	電機工	1075*	張	公假	2天	2020-07-16 ~ 2020-07-17	31457	簽核中		Review 檢視簽核歷程 Withdraw

## 4. Withdraw

### (2) Fill the reason for withdrawal

Withdraw the form ✕

Please confirm if you would like to withdraw the form from E-Form and fill the reason for withdrawal

\* Name of flow

Student leave application

\*Working sheet No.

31473

consecutive

\* Name of work

Student 108xxxxx 陳oo 2020-06-23 ~ 2020-07-03 請假申請

\*Please fill the reason for withdrawal of the form

Opinion : XXXXX

Entry up to 250 words

Close

Withdraw

## 4. Withdraw

- (3) Review the countersign flow after withdrawing the form

### E-form countersign history



Application No.	130	E-Form No	31457
-----------------	-----	-----------	-------

Name of Countersign point	Signed by	Time	Result	Opinion
[ Withdraw ]	電機工程學系-22-107501020-蘇	2020-07-05 20:23:34	Reject	XXXXX
[ Applicant ]	電機工程學系-22-107501020-蘇	2020-07-05 18:45:46		

Close

## 5. Reject

(1) Result – reject means—teacher reject the application during the countersign flow, revise or delete according to the countersign flow condition.

Service for student affairs > Apply leave request form

School year/term	1002	Leave category	-Select-
Application status	-Select-	Leave period	<input type="text"/> - <input type="text"/>
<input type="button" value="Search"/>			

Student leaving rules

請在欄位在此輸入文字。

Review countersign history

#	School year/term	Department	Student number	Name	Leave category	Total days of leave	Leave period	E-Form No.	Application status	Application result	Management
1	1002	機械工程學系(理士班)	10738	陳奕...	病假	10天	2020-07-01 ~ 2020-07-10	31474	Unsent	<input type="button" value="Withdraw"/> <input type="button" value="Revise"/> <input type="button" value="Review"/> <input type="button" value="Delete"/>	<input type="button" value="Review countersign history"/>

## 5. Reject

(2) Review the countersign flow – review the content of opinion for revision or deletion

E-Form countersign history

×

Application number	3	E-Form No.	31474	
Name of Countersign point	Signed by	Time	Result	Opinion
Dean of student affairs	Office of Student Affairs – dean of student affairs	2020-07-07 16:47:10	Reject	XXXXXX
Chair	學系-系主任-鍾	2020-07-07 16:41:15	Pass	
Class teacher	機械工程學系設計與分析組-導師-林	2020-07-07 16:36:33	Pass	
Applicant	機械工程學系博士班-2-107383607-張	2020-07-07 16:25:27		

Close

## 6. Closure: submit carbon copy to Office of International Affairs for international student

### E-Form countersign history

Application number		3	E-Form No.		31476
Name of Countersign point	Signed by	Time	Result	Opinion	
Notice	國際事務處國際行政事務組-一般契約人員- [ ]	2020-07-07 17:26:47	Pass		
Notice	學生事務處生活輔導組-一般(新制職員)	2020-07-07 17:23:53	Pass		
Dean of student affairs	學生事務處-學生事務長-林 [ ]	2020-07-07 17:21:41	Pass		
Chair	機械工程學系-系主任-鍾 [ ]	2020-07-07 17:12:01	Pass		
Mentor	機械工程學系設計與分析組-導師-林 [ ]	2020-07-07 17:11:08	Pass		
Applicant	機械工程學系博士班-2-107 [ ]	2020-07-07 17:03:04			
Dean of student affairs	學生事務處-學生事務長-林 [ ]	2020-07-07 16:47:10	Withdraw	XXXXXX	
Chair	系主任-鍾 [ ]	2020-07-07 16:41:15	Pass		
Mentor	機械工程學系設計與分析組-導師-林 [ ]	2020-07-07 16:36:33	Pass		
Applicant	機械工程學系博士班-2-107 [ ]	2020-07-07 16:25:27			

## 7. Cancel the application: click cancel application

(1) The case is closed after all the countersign points are completed

School year/term	<input type="text" value="1002"/>		
Department	<input type="text" value="-Select-"/>	Department	<input type="text"/>
Student number	<input type="text"/>	Name	<input type="text"/>
Leave category	<input type="text" value="-Select-"/>	Application status	<input type="text" value="-Select-"/>
Leave period	<input type="text"/>		<input type="text"/>
<input type="button" value="Search"/>			

School year/term	Department	Student number	Name	Leave category	Total days of leave	Leave period	E-Form No.	Application status	Application result	Application time	Management
1 1002		107		病假	10天	2020-07-01~2020-07-10	31476	审核完成	通过	2020-07-07 16:25:26	<input type="button" value="Review"/> <input type="button" value="Withdraw"/> <input type="button" value="Print"/>

## 7. Cancel the application: click cancel application

(2) Reason for cancellation

Application for cancellation ×

Please confirm if you would like to cancel the leave application and fill the reason for cancellation

\* Student number

107

\* Name

努

\* Leave category

\*Sick Leave

\* Leave period

2020-07-01 ~ 2020-07-10

\* Please fill the reason for cancellation

XXXXX

## 7. Cancel the application: Pass

(3) Application status: cancel; application result: pass

Service for student affairs > Apply leave request form

School year/term	<input type="text" value="1082"/>	Leave category	<input type="text" value="-Select-"/>
Application status	<input type="text" value="-Select-"/>	Leave period	<input type="text"/> ~ <input type="text"/>
<input type="button" value="Search"/>			

請生輔組在此輸入文字。

#	School year/term	Department	Student number	Name	Leave category	Total days of leave	Leave period	E-Form No	Application status	Application result	Management
1	1082	機電工程學系	107383607	羅	病假	1天	2020-07-26 ~ 2020-07-26		Unsent		<input type="button" value="Revise"/> <input type="button" value="Review"/> <input type="button" value="Delete"/>
2	1082	機電工程學系	107383607	羅	病假	10天	2020-07-01 ~ 2020-07-10	31476	Cancel	Pass	<input type="button" value="Review"/> <input type="button" value="Review countersign history"/>

## 8. Certificate of Leave of Absence:

- (1) Please submit the certificate to Student service Division for confirmation.
- (2) The certificate must be submitted to office of academic affairs for confirmation. The makeup exam shall only be taken place with the approval of the dean of academic affairs.

### National Central University Certificate of Leave of Absence

School year/term : 1082

Student number 07 136

Name :

Department : 博士班

Department : 系博士班

Grade : 2年級

Class :

Date	Week	Class hour	Course	Teacher
2020-07-07	2	第五節(13:00~13:50)	ME6100 英文書報討論	伊
2020-07-07	2	第六節(14:00~14:50)	ME6100 英文書報討論	伊

To  
Office of Student Affairs, NCU

此證  
中央大學學生

中華民國

Date: 09 年 07 月 07 日

# Definition

Delete : temporary save, reject- available for deletion.

Withdraw : the leave form has been sent and now is withdrawing the leave form in countersign.

Cancel : the leave form has been signed completely, the reason for leave is no longer existed – manage for cancellation.