**CPTTM**

## 學員缺勤申請表
## Student Absence Request Form

| I. 合理缺勤申請須知 Important Notes for Justifiable Absence Request |
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| 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*。<br><br>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<br>Course Title | | 課程編號<br>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<br>Name in Chinese | | 電話<br>Telephone | |
|---|---|---|---|
| 英文姓名<br>Name in English | | 電郵<br>Email | |

### IV. 缺席原因 Reason of Absence

| | | | |
|---|---|---|---|
| ☐ | 因病缺勤 (請附上醫療證明書)<br>Due to medical reasons (please attach the medical certificate) | ☐ | 因工作缺勤 (請附上僱主/工作證明文件)<br>Due to work reasons (please attach supporting document from employer/work) |
| ☐ | 其他原因 (請註明及附上證明文件)<br>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)

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|---|---|---|
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| 申請人簽名 Signature by Applicant | 日期 Date | |

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| 此欄由本中心填寫 For CPTTM Use Only | | | |
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| 收取附件<br>Document(s) received | ☐ 醫療證明書 Medical certificate<br>☐ 僱主/工作證明文件 Supporting document from employer/work<br>☐ 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<br>Approval Results | ☐ 批准 Approved<br>☐ 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<br>Reasons/ Remarks | | | |
| 審批人簽名 Approved by | *(SM/M)* | 日期 Date | |
| ☐ 已通知申請人 | 經辦人簽名 Handled by | 日期 Date | |