

## 福建农林大学来华留学生请假审批表

### Application Form for Leave

|   |   |                        |   |
|---|---|------------------------|---|
| 姓名<br>Name                                  |   | 国籍<br>Nationality      |   |
| 年级 Grade<br>专业 Major                        |   | 学生类别<br>Student Status | 1、博士 PhD.<br>2、硕士 Master<br>3、本科 Undergraduates<br>4、进修生（含语言生）Visiting<br>Scholars(Chinese Language Students) |
| 学号<br>Student No.                           |   |                        |   |
| 外出地点<br>Destination                         |   | 联系电话 Tel.              |   |
| 请假时间<br>Leaving Period                      | From _____(Mon Day/Yr.) to _____(Mon Day/Yr.)   |                        |   |
| 往返交通工具<br>Transportation                    |   |                        |   |
| 紧急联系人/电话<br>Emergency<br>Person/Contact     |   |                        |   |
| 请假事由<br>Reasons for Leave                   | 本人签名 Signature:<br>申请日期 Date:   |                        |   |
| 培养学院<br>Training College<br>Comments        | 导师（研究生）/辅导员（本科生）签字:<br>Supervisor/ Student Counselor Signature:<br>日期 Date: <span style="float: right;">培养学院盖章<br/>Academic College Seal</span> |                        |   |
| 国际学院意见<br>International<br>College Comments | 辅导员签字:<br>Student Counselor Signature:<br>日期 Date:  |                        |   |
|   | 学院领导签字:<br>Director Signature<br>日期 Date: <span style="float: right;">国际学院盖章<br/>International College Seal</span>                              |                        |   |

## 备注Notes:

1、本表一式三份，由培养学院、国际学院、学生本人分别留存。

This form is in triplicate, which is retained separately by the Training College, International College and the student.

2、留学生因事、因病请假3日以内且未离开福州的，按国内学生请假程序到培养学院办理请假手续，由培养学院导师（研究生）或辅导员（本科生）审批。因事、因病请假3日（含）以上或者请假离开福州的，经培养学院导师（研究生）或辅导员（本科生）审批后，报国际学院审批。

If an international student asks for leave due to personal affairs or illness within 3 days and has not left Fuzhou, he/she will go to the Training College to go through the leave procedures according to the leave procedures as domestic students, and be approved by the training college tutor (graduate) or counselor (undergraduate). Those who ask for leave for more than 3 days (inclusive) due to personal affairs, sickness, or leave Fuzhou, after being approved by the instructor (graduate) or counselor (undergraduate) of the Training College, they shall be approved by the International College.

3、奖学金生在学期期间（正常假期除外）因个人原因经学校批准请假离华时间超过15天的，其离华期间生活费按日停发。未经学校批准，擅自离榕或超过批准的离榕时间未归者，其离榕期间生活费按日停发。奖学金生休学的，暂停发放休学期间奖学金补助。

If the scholarship students ask for leave from China for more than 15 days due to personal reasons during the semester (excluding normal holidays), their living expenses shall be suspended on a daily basis during the period of leaving China. The living expenses of those who leave Fuzhou city without the approval of the school or leave Fuzhou city for more than the approved time shall be suspended on a daily basis. For scholarship students in suspension period, the living expenses shall be suspended.

4、留学生请假期满返校应及时销假。留学生请假期间在外遇特殊情况需要延期返校的，可以用传真、电子邮件等方式申请延长请假时间并提供相应证明。

International students should come back to school and report to student counselors when their leave period come to an end. International students who need to postpone their return to school due to special circumstances can apply for an extension of the leave period by fax, e-mail, etc. and provide corresponding certificates.

5、留学生每学期请病假累计不得超过60日，请事假每学期累计不得超过30日。超过60日的，应当办理休学手续，经审批赴校外从事学习科研活动的除外。

International students must not take more than 60 days of sick leave per semester, and take no more than 30 days of personal leave per semester. Those who exceed 60 days shall go through the formalities of suspension of school, except those who have been approved to go outside the school to engage in study and scientific research activities.