

教務處綜合業務組 通知

公告日期：114 年 12 月 8 日

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主旨：公告 114 學年度第 1 學期期末考試相關事宜，請查照。

說明：

- 一、本學期**期末考**週於**114 年 12 月 22 日(一)至 12 月 26 日(五)**舉行，各科隨班考試時間、地點依授課教師公告為準。
- 二、隨函檢附靜宜大學學生考試規則(附件一)，考試各相關規定依此規則辦理。
- 三、依據本校學生考試請假及補考辦法規定，考試請假需至 e 校園服務網學生請假系統辦理。事假需於考試日前一日完成申請，其他假別至遲須於該科考試結束三日內提出申請。**期末考試經任課教師同意後，由任課教師審核補考方式。**
- 四、**考試請假假單線上完成申請時，務必主動聯繫任課教師，並隨時檢視假單是否已完成簽核。**考試請假及補考相關事宜請參閱靜宜大學學生考試請假及補考辦法(附件二)。
- 五、**綜合業務組辦理之期末統一補考時間訂於 115 年 1 月 13 日(星期二)上午 10:00 舉行。**凡線上申請期末考請假補考，並經任課教師審核通過列為「**統一補考**」之學生，請於補考當日至綜合業務組(文興樓二樓)報到應試。逾期未參加考試者，該次考試成績以零分計算。因不可抗力特殊事故或重病住院，無法依公告日期參加統一補考者，最遲得延至次學期開學前三日完成補考。其他補考方式，悉由任課教師另行安排。
- 六、煩請各學系秘書、國際暨兩岸事務處協助轉知外籍學生、陸籍學生、交換學生週知。

附件：

附件一-[靜宜大學學生考試規則](#)

附件二-[靜宜大學學生考試請假及補考辦法](#)

正本：全校學生

副本：各學系(院、所、中心、室)主任及秘書、導師、國際暨兩岸事務處

Division of Registration and Curriculum Notice

Date: December 8, 2025
Case Officer: Chen, Pei-Ling
e-mail: plchen@pu.edu.tw
Phone: 04-26328001 ext. 11111

Subject: Final Exam of 2025-26AY 1st Semester

Descriptions:

1. **The Final Exam of the semester is scheduled to be held from Monday, December 12 to Friday, December 26, 2025.** The time and venue of the respective in-class exams shall be subject to the announcement of the course instructors.
2. Please refer to *PU Regulations on Examinations* (Attachment 1). The exam related matters are subject to these regulations.
3. As it is stipulated of *PU Regulations on Leave of Absence for Exams and Taking Make-up Exams*, students should file their application at the Leave Application on e-Campus. For personal leave, the application must be filed 1 day prior to the exam; for other types of leave, it should be filed within 3 days after the exam was administered. **For Final Exam, the student should acquire the approval of the course instructor to arrange the time for a make-up exam.**
4. **Please be sure to contact your instructor when your online application for exam leave is complete and check to see if your leave slip has been validated by your instructor.** To apply for an exam leave and a make-up exam, refer to *Regulations on Leave of Absence for Exams and Taking Make-up Exams* (Appendix 2).
5. **The Final Group Make-up Exam arranged by the Division of General Affairs is scheduled to be held at 10:00 a.m. on Tuesday, January 13, 2026.** Those who have applied for an online leave from the final exam and whose applications have been approved by the course instructor as “**Group Make-up Exam**” are required to report to the Division of General Affairs (2F, Wenxing Building) on the exam day. Those who fail to attend the exam on time will receive a grade of zero for the exam. Those who are unable to attend the group make-up exam as scheduled due to force majeure or hospitalization for serious illness may postpone the exam until no later than three days before the beginning of the following semester. All other make-up exam arrangements will be made by the course instructor.
6. The secretaries of the respective departments and the Office of International and Cross-Strait Affairs are requested to kindly convey the matter to the Foreign Students, Mainland China Students, and Exchange Students in their units.

Examination:

Attachment 1: [PU Regulations on Examination](#)

Attachment 2: [PU Regulations on Leave of Absence for Exams and Taking Make-up Exams](#)

Original: All enrolled students

Copies: Heads, secretaries, and class advisors of all departments (colleges, institutes, centers, offices)