

National Taiwan Normal University

Regulations for Student Leave Application

Approved at the 1st Semester Student Affairs Committee on Oct. 3, 2012

- Article 1 Student leave applications shall be processed based on the regulations listed hereafter.
- Article 2 Student leave of absence is classified into 6 categories: sick leave, menstrual leave, personal leave, bereavement leave, official leave and maternity leave (including pre-maternity leave and nursing leave).
- Article 3 Students requesting leave of absence must inform the class instructor prior to or on the day of absence, fill out the online request form within 3 days (including holidays) from the next day following the day of leave, and submit the proof of evidence within 7 days (including holidays).

For students who are unable to submit leave applications online or those whose online applications are rejected by the reviewing office, they shall complete the leave request procedure in hard copies. Those who failing to submit leave requests in time due to extraordinary circumstances shall apply for leave of absence within 14 days (including holidays) from the next day following the day of leave with reasons explained and relevant documentations attached.

- Article 4 Leave request approvers: Leave of absence within 2 days shall be approved by the student adviser; leaves over 2 days shall be approved by the head of the department/director of the graduate institute; leave applications for mid-term or finals shall be approved by the class instructor or their proxies.
- Article 5 The following proof of documentation shall be submitted along with leave applications to the approver for verification purposes depending on the type of leave requested:
1. Sick leave of 3 days or more: medical certificate issued by National Health Insurance certified hospitals or clinics.
 2. Menstrual leave: limited to one day per month; no documentation required
 3. Personal leave of 3 days or more: letter from a parent or other relevant proof of documentations.
 4. Bereavement leave: students attending funerals of immediate family members, spouse, or siblings shall provide the death certificate or obituary.
 5. Official leave:
 - 1) For those competing in international events on behalf of the country, appointed by the University to serve public duties or participate in various activities, attending rehearsals for end-of-semester student association public performance or presentations, or other activities approved by the University, relevant documentations including the official approval document shall be submitted.
 - 2) Military duty related leaves would require certificates provided by relevant military service offices.
 - 3) Students injured due to public affairs or righteous deeds may apply for leave

with certificates issued by the government agencies or records of public opinions.

- 4) Students with aboriginal status may apply for a one-day leave to attend their tribal festivals/ceremonies according to the festival/ceremony schedules announced by the Executive Yuan's Council of Indigenous Peoples along with proof of documentations such as household registration transcript, household registration certificate or other documentations issued by government agencies.

6. Maternity leave: Students applying for maternity leave shall submit certificates provided by National Health Insurance certified hospitals or clinics. Pregnant students are entitled to a total of 8 days of pre-maternity leave which can be applied on a non-consecutive basis but cannot be carried over to after the childbirth. Students with infants under 3 years old may request a one-hour nursing leave for breastfeeding every morning and afternoon respectively.

Article 6 In principle, students shall not apply for a leave from mid-terms and final examinations except for maternity leave, bereavement leave or injury leave leading to the inability to take the skill tests, hospitalization due to critical illness or other unforeseeable and inevitable incidents. Students applying for leave from examinations on the above grounds shall apply for such leaves along with relevant documentations as per the rules in Article 5.

Article 7 An approved leave of absence is considered an excused leave whereas absence without prior request or approval is considered as an unexcused leave. Regulations regarding excused and unexcused leaves are stipulated in NTNU School Regulations.

Article 8 If the reason for taking leaves or the certificates is found to be fabricated, the absence will be considered truancy. In addition, the punishment will be imposed in accordance with the severity of the circumstances.

Article 9 The Regulations and any amendments thereto become effective upon approval by the Student Affairs Committee and ratification by the President.