

TMU Student Leave Policy

83年8月30日學生事務委員會會議通過，校長核定施行
91年3月8日學生事務委員會修正通過
91年3月15日校長核定施行
98年7月8日學生事務委員會修正通過
100年7月12日學生事務委員會修正通過
103年1月2日學生事務會議修正通過
103年1月10日北醫校學字第1030000124號令修正，全文12條
103年2月18日學務處處務會議修正草案通過
103年3月31日學生事務會議修正通過
103年4月15日北醫校學字第1030001122號令，全文10條
106年7月27日學生事務會議修正通過
106年8月17日北醫校學字第1060002748號令修正，全文10條

- Article 1. These rules were formulated to standardize student applications for leaves of absence.
- Article 2. Students who request a leave should submit relevant documents when applying to the Student Leave System. Those who do not apply for a leave or whose applications are rejected are recorded as absent. Relevant leave policies will be implemented according to the school constitution.
- Article 3. Those who cannot apply for a leave beforehand because of special circumstances or illness should notify the lecturer or department office on the first day for which leave will be requested either in person or by proxy, and should apply for a leave to the Discipline Section within three days in person or by proxy. Otherwise, such absences are unexcused.
- Article 4. Authorities approving leave applications
- A. Less than 3 days of leave: Chief of Discipline Section
 - B. More than 3 days and less than 10 days of leave: Director of Office of Student Affairs
 - C. More than 10 days of leave: President

Article 5. Types of leave and requirements

- A. Leave due to personal affairs: Apply beforehand. Those under 18 years of age should file supporting document signed by parents.
- B. Leave due to funeral: Applications for funeral of immediate family member of student or student's spouse or for other family members' funerals shall be submitted and approved beforehand. Supporting documents are required and leave should be less than 7 days.
- C. Leave due to illness: Certification by a regional hospital is required if the leave is 2 or more than 2 days. Leave due to menstruation: Supporting documents are not required, but this is limited to 1 day per month.
- D. Leave due to official business or meetings:
 - (1) Apply beforehand. Leaves due to official business or meetings do not affect student scores.
 - (2) Supporting documents are required if student applies for a leave due to official events or meetings for TMU or military service.
 - (3) Indigenous students can ask for a leave during indigenous festivals according to the dates announced by the Council of Indigenous Peoples. The leave is limited to one day and is seen as leave due to official events.
- E. Leave due to childbirth: Certification by a hospital is required. The leave is 8 weeks long.
- F. Leave due to pregnancy or child care: Certifications by a hospital are required. These applications are treated as special-case leaves.

Article 6. Leaves during examination periods are processed according to relevant regulations.

- Article 7. If student returns to the university before the leave ends, he/she should ask for a cancelation of the leave and the leave days will be counted accordingly.
- Article 8. Those who request leave extensions should follow procedures to apply for leave.
- Article 9. When leave days extend to or past third of the semester, Article 37 of the university constitution shall determine eligibility for semester credit.
- Article 10. This policy was approved by the Administrative Meeting before taking effect; revisions shall be processed using the same procedure.