

臺北醫學大學學生請假規則

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
111年10月31日學生事務會議修正通過
111年12月20日北醫校學字第1110018899號令修正，全文10條

第一條 (目的)

本校為使學生請假有所遵循，特訂定臺北醫學大學學生請假規則(以下簡稱本規則)。

第二條 (請假方式)

學生因故不能上課時，須事先檢附證明至生活輔導組學生請假系統請假，請假經核准者為缺課，未經請假或請假未准者為曠課；有關缺曠課之相關規定及本規則未盡事宜，依本校學則辦理。

第三條 (補請假)

凡因特殊事故或突然患病，不能事先請假者，由家長或委託人於請假之當日，先向所屬系所或授課教師報備，並應於三日內，由本人或委託他人，向生活輔導組補辦請假手續，否則仍以曠課論。

第四條 (准假權限)

准假之權限規定如下：

- 一、在三日以內(含)，由生活輔導組組長核准。
- 二、三日以上十日(含)以下，由學生事務長核准。
- 三、十日以上，由校長核准。

第五條 (假別及證明文件)

請假應依下列假別檢具相關證明文件：

- 一、事假：須事先完成請假流程，未成年者須由家長出具證明。
- 二、喪假：學生或其配偶之直系親屬、配偶或兄弟姊妹喪亡，其他親屬喪亡經特別簽准者，得請喪假；須檢具證明文件，以七日為限。
- 三、病假：兩日(含)以上須檢具健保特約醫事機構證明文件；女性生理假無需出示證明文件，惟每月以一日為限；心理假無需出示證明文件，學校即啟動關懷輔導機制，每學期以五日為限。
- 四、公假：
 - (一) 須事先完成請假流程，學生因公請假經核准者，不影響其出席分數。
 - (二) 因本校指派擔任或辦理公務活動而代表出席校內外集會或兵役召集等事宜者，得由有關單位出示具體證明。
 - (三) 具原住民族身分之學生遇原住民族歲時祭儀(依當年度原委

會公告之日期辦理)得申請公假，每祭儀請假以一日為限。

五、產假：可依醫院開具之診斷書，核准請假八週（含例假日）。

六、因懷孕或哺育幼兒引發之事(病)假，得持醫院開具之診斷書辦理請假，請假之個別狀況比照專案申請辦理。

第六條 (考試期間請假)

考試期間請假依本校考試請假及補考成績計算辦法之規定辦理。

第七條 (銷假)

如假期未滿而已回校上課者，應向生活輔導組銷假，得依其實際請假時數計算。

第八條 (續假)

假期屆滿如仍須續假時，應依請假手續申請續假。

第九條 (請假上限)

學生每學期請假，累計請假之日數超過該學期實際授課總日數三分之一者，依據本校學則第卅七條辦理。

第十條 (核決權限)

本規則經學生事務會議通過後公告施行；修正時亦同。

TMU Student Leave Policy

Amended by the Student Affairs Committee Council on 1994-08-30

Amended by the Student Affairs Committee Council on 2002-03-08

Amended by the President on 2002-03-15

Amended by the Student Affairs Committee Council on 2009-07-08

Amended by the Student Affairs Committee Council on 2011-07-12

Amended by the Student Affairs Council on 2014-01-02

Revised version of twelve articles amended by Decree No.1030000124 on January 10th, 2014

Amended by the Student Affairs Council on 2014-02-18

Amended by the Student Affairs Council on 2014-03-31

Revised version of ten articles amended by Decree No.1030001122 on April 15th, 2014

Amended by the Student Affairs Council on 2017-07-27

Revised version of ten articles amended by Decree No.1060002748 on August 17th, 2017

Amended by the Student Affairs Council on 2022-10-31

Revised version of ten articles amended by Decree No.1110018899 on December 20th, 2022

Article 1. (Purpose)

These rules were formulated to standardize student applications for leaves of absence.

Article 2. (Request leave)

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. (Request retroactive leave)

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. (Leave approval authority)

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 supporting document)

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 contracted healthcare provider 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. (Leave during exams)

Leaves during examination periods are processed according to relevant regulations.

Article 7. (Cancel leave)

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. (Extend leave)

Those who request leave extensions should follow procedures to apply for leave.

Article 9. (Maximum leave limit)

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. (Approval authority)

This policy was approved by the Administrative Meeting before taking effect; revisions shall be processed using the same procedure.