

# Rules of Application for Leave by Students at I-Shou University

Amendments adopted on March 29, 2006 at the first meeting of the Student Affairs Council at the first semester of the academic year 2005

Amendments adopted on June 11, 2008 at the second meeting of the Student Affairs Council at the second semester of the academic year 2007

Amendments adopted on May 18, 2011 at the fourth meeting of the University Administration Council at the second semester of the academic year 2010

Amendments to the Rules ratified and promulgated by the President on October 5, 2012

Amendments to Article 5 ratified and promulgated by the President on April 12, 2013

Article 1 The Rules of Application for Leave by Students at I-Shou University (hereinafter referred to as the “Rules”) are enacted as per Article 11 of the Academic Rules of the University. Applications for leave filed by students shall be governed by the Rules.

Article 2 Where students do not manage to attend a class, an assembly or other activities for any reason, they must apply for leave. Those who do not apply in advance or obtain approval from the University will be considered absent from the University without an excuse.

Article 3 Students may apply for the following types of leave:

1. Sorted by category:
  - a. official leave
  - b. sick leave
  - c. personal leave
  - d. bereavement leave
  - e. maternity leave (including prenatal, postnatal and miscarriage leave)
2. Sorted by types:
  - a. leave of absence from university
  - b. leave of absence from examination
  - c. leave of absence from assembly

Article 4 Official leave is granted in accordance with the following rules:

1. In any of the following circumstances, students may apply for official leave:
  - a. being drafted by the government to represent the Republic of China in competitions or events;
  - b. being selected to represent the University in off-campus events or competitions;
  - c. being appointed by the head of an administrative or academic unit to perform official duties;
  - d. being selected to attend university-sponsored meetings at all levels;
  - e. being asked by the government to take a conscription physical examination or draw lots (draftees), or mustered by the Ministry of National Defense to act as reserve military personnel;
  - f. being injured while performing official duties or due to a heroic act;
  - g. one day of official leave granted to indigenous students in the event of a traditional indigenous festival, as specified by the government;
  - h. other circumstances that entitle students to official leave upon review and approval of the University.
2. Documents to be submitted when applying for official leave:
  - a. Students who wish to take official leave shall make an application with the leave record card and submit supporting documents. When an academic or administrative unit applies for official leave on behalf of a student, the unit shall fill in and submit an official leave slip along with supporting documents.
  - b. To apply for official leave in the event of a traditional indigenous festival, indigenous students shall submit a photocopy of the household transcription, the household certificate or a certificate issued by the government for proof of indigenous status.

Article 5 Students who apply for one day of sick leave or more shall submit supporting documents concerning seeking medical advice, while a supporting certificate signed by the parent(s) or legal guardian is required for those who wish to have one day of personal leave or more.

Article 6 Bereavement leave is granted in accordance with the following rules:

1. In any of the following circumstances, students may apply for bereavement leave:
  - a. death of a student's spouse
  - b. death of a student's or his/her spouse's lineal relative(s) by blood
  - c. death of a student's or his/her spouse's siblings

2. Students who wish to apply for bereavement leave shall submit a photocopy of an obituary or a Death Certificate, and the leave period will be limited to seven days (weekends and national holidays are excluded). If more than seven days is requested, students shall apply for additional person leave.

Article 7 Female students who wish to apply for maternity leave due to childbirth shall submit a Certificate of Diagnosis issued by an NHI-contracted hospital or clinic and fill in an application form as per relevant regulations. Where students do not manage to apply in person, they may first report to the department (institute) at which they are enrolled by phone or mail or ask a third party to do so on their behalf, and the application procedures must be completed within two weeks of the occurrence of the fact. Expectant students are entitled to eight days of prenatal leave before childbirth; they may apply for the eight-day prenatal leave at different time, but no application is allowed after childbirth. Female students are entitled to 56 days of postnatal leave after childbirth. For a miscarriage at five months or more of pregnancy, female students are entitled to 42 days of miscarriage leave; for a miscarriage between three and five months of pregnancy, they are entitled to 28 days of miscarriage leave; and for a miscarriage at three months or less of pregnancy, they are entitled to 14 days of miscarriage leave.

Postnatal leave and miscarriage leave must be taken at one time (including weekends and national holidays). Absences from class due to maternity leave will not constitute an act of prohibition from taking the final exam or deduction of points.

Article 8 In case of failure to take an examination for any reason, students shall submit supporting documents to apply for official leave; a Certificate of Diagnosis issued by a hospital at or above the level of Metropolitan Hospital for sick leave due to severe illness; a Certificate of Diagnosis issued by a NHI-contracted hospital or clinic for maternity leave due to childbirth; and a photocopy of an obituary or a Death Certificate for bereavement leave due to the death of a relative. Students who cannot take a quiz shall first submit an application to the instructor for approval, and then to the chair of the department for review; in the event of failure to take the final exam, an application is submitted to the instructor for approval, to the chair of the department for review, and finally to the Dean of Academic Affairs for ratification. For students enrolled in the Division of Continuing Education, an application for absence from the final exam shall be referred to the Director of the Division after approval by the chair of the department. Leave will be granted to students as per the provisions of Article 11.

Article 9 Students shall apply for leave of absence from assembly when they cannot attend any of the assemblies or activities convened by an academic or administrative unit for any

reason. The leave will not be granted unless the application is approved by the head of the unit convening the assembly/activity and an official seal is affixed by the Student Campus Life Guidance Section of the Office of Student Affairs (hereinafter referred to as the “Section”).

Article 10 Students shall apply for leave in accordance with the following rules:

1. Students shall fill in and submit an application form to teachers and university officers for approval in a bottom-up manner. Upon approval, students shall deliver the signed application form to the Section, and the Section will send a photocopy to the student’s parent(s) and have one photocopy kept on file.
2. Except for sick leave, students shall apply for leave in advance. If students do not manage to apply in advance for special reasons, they shall first report to teachers by phone or mail, and the application procedures must be completed within five days of returning to the University. Late application will NOT be accepted.
3. Students who wish to obtain an extension at the end of the leave period shall apply in accordance with the provisions of the Rules. If the application for an extension is not approved by the University, students must return to the University as soon as the leave period ends; otherwise, students will be considered absent from the University without an excuse.
4. In special circumstances, students may apply for an extension of the leave period by mail; the postmark date will be regarded as the date of submission.

Article 11 Authorities to Grant Leave to Students:

1. Instructors: four hours of leave or less (only for the same course) (applications are submitted to the Section after approval by the instructor.)
2. Advisors: two days of leave or less (applications are submitted to the Section after approval by the advisor.)
3. Chair of the Department: four days of leave or less (applications are first submitted to the advisor, referred to the Chair of the department for approval and then to the Section.)
4. Dean of Student Affairs (Director of the Division of Continuing Education): seven days of leave or less (applications are referred to the Dean/Director after approval by the advisor and the Chair, and finally submitted to the Section)
5. President: seven days of leave or more (applications are referred to the President by the Dean of Student Affairs (Director of the Division of Continuing Education) after approval by the advisor, the Chair and the Section.)

6. Leave of absence from examination: applications are first approved by the instructor, submitted to the Chair, referred to the Curriculum Section (Academic Affairs Section of the Division of Continuing Education) for approval by the Section, and then to the Dean of Academic Affairs (Director of the Division of Continuing Education) for review. Finally, applications are ratified by the President through due administrative procedures.
7. Leave of absence from assembly: applications are approved by the head of the unit convening the assembly/activity.

Article 12 Deduction of points arising from absence from class with/without an excuse shall be governed by the Academic Rules of the University.

Article 13 The Rules become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Rules, the Chinese language version shall prevail.*