

## **NATIONAL TAIWAN UNIVERSITY**

### **Regulations Governing Student Leave Requests**

March 01, 1949	Passed by the 40 <sup>th</sup> Administrative Meeting
January 24, 1984	Amended and passed by the 1,430 <sup>th</sup> Administrative Meeting
August 23, 1990	Amended and passed by the 1,701 <sup>st</sup> Administrative Meeting
November 06, 1990	Amended and passed by the 1,711 <sup>th</sup> Administrative Meeting
January 15, 1991	Amended and passed by the 1,719 <sup>th</sup> Administrative Meeting
March 02, 1999	Amended and passed by the 2,094 <sup>th</sup> Administrative Meeting
May 27, 2003	Amended and passed by the 2,294 <sup>th</sup> Administrative Meeting
December 06, 2005	Amended and passed by the 2,412 <sup>th</sup> Administrative Meeting
December 26, 2006	Amended and passed by the 2,461 <sup>st</sup> Administrative Meeting
November 16, 2010	Amended and passed by the 2,646 <sup>th</sup> Administrative Meeting
March 08, 2011	Amended and passed by the 2,660 <sup>th</sup> Administrative Meeting
December 03, 2013	Amended and passed by the 2,789 <sup>th</sup> Administrative Meeting
June 30, 2016	Amended and passed by the 40 <sup>th</sup> Student Counseling Committee

Article 1 Students of National Taiwan University (NTU) shall request leave in accordance with these NTU *Regulations Governing Student Leave Requests* (“the Regulations”).

Article 2 There are six types of leave which students may take: sick leave, menstrual leave, personal leave, bereavement leave, official leave, and maternity leave.

Article 3 A student who wishes to take sick leave shall report the need for sick leave to the instructor(s) on the first day of the absence and formally request leave within three days. If requesting sick leave for more than three days, the student shall provide the instructor(s) with a certificate of medical treatment issued by a hospital or clinic operating under the Bureau of National Health Insurance to be submitted to the director of the department/graduate institute for approval. Requests for sick leave whose duration exceeds 15 days shall require approval from the Vice President for Student Affairs.

Article 3-1 A student experiencing discomfort during a menstrual period may request menstrual leave from the instructor(s) without providing a certificate. This type of leave shall be limited to one day per month, but shall be handled in accordance with Article 8 below during the final examination period.

Article 4 A student who wishes to take personal leave due to an important personal event shall request leave from the instructor(s) in advance. If requesting personal leave of more than three days, the student shall provide the instructor(s) with a parental statement or other document to be submitted to the director of the department/graduate institute for approval. Requests for personal leave whose duration exceeds 15 days shall require approval from the Vice President for Student Affairs.

Article 4-1 A student may request bereavement leave upon the death of a spouse, lineal relative by blood or marriage, sibling, or other relative living with the student in a long-term relationship. A student may also request bereavement leave upon the death of the aforementioned relatives of his/her spouse. When requesting bereavement leave for the death of a relative, the student shall provide an obituary or death certificate; for the death of a cohabitant,

the student shall provide the household certificate or a household registration transcript.

Article 5 A student wishes to take maternity leave due to pregnancy shall provide the director of the department/graduate institute with a certificate issued by a hospital or clinic cooperating with the Bureau of National Health Insurance. Requests for maternity leave of more than 15 days shall obtain approval from the Vice President for Student Affairs. Within three days from the date of approval, the department/graduate institute shall report the situation to the student's academic advisor and other instructors.

A student who is unable to handle the leave-requesting procedure in person may notify the department/graduate institute by phone or mail or request someone to do so on their behalf. The leave-requesting procedure shall be carried out within two weeks from the first day of absence.

Article 6 A student who takes maternity leave in accordance with Article 5 may request eight days of prenatal leave, and may request this leave separately, however the approved leave may not be postponed after childbirth. The student may also request eight weeks of post-natal maternity leave after the childbirth.

Article 7 In any of the following circumstances, a student may request official leave from the instructor(s) (requests for official leave whose duration exceeds 3 days must be approved by the director of the department/graduate institute; requests for official leave whose duration exceeds 15 days must be approved by the Vice President for Student Affairs):

1. The student has been selected to attend international activities and the relevant documentation has been issued by the government or another related organization.
2. The student has been selected to attend extracurricular activities on behalf of NTU with the relevant documentation issued by a related organization.
3. The student has been selected by NTU to engage in official duties and the relevant documents have been issued by a head of the unit whose position is director or above.
4. The student is required to perform military service and presents the relevant documents from the competent authorities.
5. If a student has indigenous identity and is required to attend a tribal ceremony announced by the Council of Indigenous Peoples, Executive Yuan, they may request one day of official leave. The student shall provide their household certificate, household registration transcript, or other official documents to provide proof of their indigenous identity.
6. The student has a statutory obligation to attend or testify in court or appear in court as a criminal defendant and the relevant documents have been issued by the competent authorities.
7. The student participates in other extracurricular activities and the

relevant documents have been issued by the organizer, and approval has been granted by the head of a top-level unit.

If a student requests official leave in accordance with Subparagraphs 1 through 4 without the relevant documents issued by the competent authorities, the student shall request someone from the unit in charge to verify their eligibility to take official leave and to sign the required documents online. The documents shall then be sent to the instructor(s) to request leave.

Article 8 A student is not allowed to take leave during the final examination period. However, if a student is unable to take the final examination due to official affairs, acute illness, childbirth, the death of a close relative, or force majeure, the student shall request leave in accordance with the following rules:

1. If the student is unable to take the final examination due to official affairs, they shall request leave in accordance with Article 7.
2. If a student is unable to take the final examination due to acute illness or childbirth, they shall request leave with a medical certificate of childbirth or of emergency treatment issued by a hospital or clinic under the aegis of the Bureau of National Health Insurance.
3. If a student is unable to take the final examination due to force majeure or the death of a spouse, lineal relative by blood or by marriage, sibling, or relative living together in a long-term relationship, they shall request leave with relevant documents. The same shall apply upon the death of an aforementioned relative of the student's spouse.

For the cases above, a student shall request leave within five days from the day after the last day of final examinations, which shall be set forth in the NTU calendar. If, due to special circumstances, a student fails to request leave before the deadline, the instructor(s) and the director of the department/graduate institute shall state the reason for granting leave. In any of the aforementioned circumstances, students shall request leave by carrying out the leave-requesting procedures at the Student Assistance Division, or the Branch Office of Student Affairs, College of Medicine once leave has been granted by the instructor(s) and the director of the department/graduate institute.

Article 9 If a student is unable to handle the leave-requesting procedures in person due to severe illness or some other sudden, major event, they shall notify the instructor(s) by phone or mail or request someone to do so on their behalf. The required leave-requesting procedures shall be carried out afterwards. If the student does not manage to make contact with the instructor(s), the director of the department/graduate institute may sign a relevant document for the student, who shall notify the instructor(s) about the situation and carry out leave-requesting procedures afterwards.

Article 10 If a student is unable to carry out the leave-requesting procedures within the timeframes set forth in Articles 3, 4, and 7, they shall undertake the leave-requesting procedures with relevant documents and state the reason

for the delay within seven days from the first day of the leave period.

Article 11 Students who fail to request leave in accordance with the Regulations or fails to attend classes before the leave request is granted shall be marked as absent.

Article 12 The Regulations shall be passed by the Student Counseling Committee and then implemented on the date of promulgation.