

[Promulgated on July 18, 2024]

NATIONAL TAIWAN UNIVERSITY

Regulations Governing Student Leave Requests

June 12, 2024 Passed by the 56th Student Counseling Committee

July 18, 2024 Promulgation of amended Articles 2, 5, 7, 8; added Articles 7-1 and 7-2

Full amendment history at the end of this document

- Article 1 National Taiwan University (NTU or “the University”) formulates the NTU *Regulations Governing Student Leave Requests* (“the Regulations”) to manage affairs relating to students’ leave requests.
- Article 2 There are nine types of leave which NTU students may take: sick leave, menstrual leave, mental health leave, personal leave, bereavement leave, official leave, maternity leave, indigenous ceremonial leave, as well as cultural diversity leave.
- Maternity leave herein shall include pre-maternity leave, childbirth leave, miscarriage leave, (pre-)childbirth accompaniment leave, as well as leave for breastfeeding and the expressing and storing of breastmilk.
- Article 3 Students who are unable to attend classes due to sickness shall report it to their instructor(s) on the day of absence and request sick leave within three days. When requesting sick leave that exceeds three days, the student shall provide their course instructor(s) with a medical certificate issued by a hospital or clinic cooperating with the National Health Insurance Administration to be approved by the director of the department/institute. Sick leave that exceeds 15 days shall be further approved by the Vice President for Student Affairs.
- Article 3-1 Students who are unable to attend classes due to menstrual discomfort may request menstrual leave from their course instructor(s) on the day of absence without providing documentary proof.
- In principle, this type of leave shall be limited to one day per month.
- Article 3-2 Students who are unable to attend classes due to a compromised state of psychological or mental well-being may request mental health leave from their course instructor(s) on the day of absence without providing documentary proof.
- Students are entitled to a maximum of three days of mental health leave per semester.
- Article 4 Students who are unable to attend classes due to important personal affairs shall request personal leave from their course instructor(s) in advance. When requesting personal leave that exceeds three days, the student shall provide their instructor(s) with a parent statement or other documentation to be approved by the director of the department/institute. Personal leave that exceeds 15 days shall be further approved by the Vice President for Student Affairs.

Article 4-1 Students may request bereavement leave upon the death of their spouse, lineal relative(s) by blood or marriage, sibling(s), or a family member living in the same household for the purpose of lifelong cohabitation.

Students may also request bereavement leave upon the death of their spouse's lineal relative(s) by blood or marriage, sibling(s), or a family member living in the same household for the purpose of lifelong cohabitation.

Students requesting leave due to the circumstances described in the preceding two paragraphs shall provide the relevant obituary or death certificate. In the case of the death of a relative living in the same household for the purpose of lifelong cohabitation, the student shall also provide the relevant household certificate or household registration transcript.

Article 5 Students who are unable to attend classes due to childbirth or a miscarriage shall request childbirth or miscarriage leave from the director of their department/institute while providing a certificate or other documentary proof issued by a relevant hospital or clinic cooperating with the National Health Insurance Administration. Leave that exceeds 15 days shall be further approved by the Vice President for Student Affairs.

In the event of the circumstances described in the preceding Paragraph, the relevant department/institute shall, within three days of the respective director's approval of the childbirth or miscarriage leave, inform the student's academic advisor and course instructor(s) of such an arrangement.

Students who are unable to complete, in person, the leave-taking procedures described in Paragraph 1 may first inform their department/institute of their situation over the phone or in writing, or request someone to do so on their behalf. Students may then proceed to complete the leave-taking procedures within two weeks starting from the day after their department/institute was notified of such an arrangement.

Students whose childbirth leave has been approved shall be entitled to eight weeks of leave starting from the day of childbirth.

Students applying for miscarriage leave are entitled to 4 weeks of leave if the miscarriage happened more than 3 months into the pregnancy; 1 week of leave if the miscarriage happened between 2 and 3 months into the pregnancy; and 5 days of leave if the miscarriage happened less than 2 months into the pregnancy.

Childbirth and miscarriage leave shall be taken as a single continuous period.

Article 6 Students who are unable to attend classes for reasons relating to their pregnancy may apply for pre-maternity leave.

Students applying for pre-maternity leave shall provide a certificate or other documentary proof issued by a hospital or clinic cooperating with the National Health Insurance Administration.

Students are entitled to eight days of pre-maternity leave prior to childbirth. The leave shall be requested from the student's course instructor(s) and may be taken as non-continuous periods.

Article 6-1 Students nursing young children aged three and below may request leave for breastfeeding or the expressing and storing of breastmilk.

Students requesting leave for breastfeeding or the expressing and storing of breastmilk shall provide all relevant household registration transcript(s) or birth certificate(s).

Students may request from their course instructor(s) leave for breastfeeding or the expressing and storing of breastmilk. The leave may be taken every morning and afternoon, with each session lasting one hour.

Article 6-2 Students may request (pre-)childbirth accompaniment leave during their spouse's pregnancy or when their spouse is undergoing childbirth.

Students requesting (pre-)childbirth accompaniment leave shall provide a certificate or other documentary proof issued by a hospital or clinic cooperating with the National Health Insurance Administration.

Students are entitled to a combined total of eight days of (pre-)childbirth accompaniment leave, which may be taken before and/or after their spouse's childbirth. The leave shall be requested from the student's course instructor(s) and may be taken as non-continuous periods. However, the leave day(s) shall not extend beyond the eighth day of their spouse's childbirth (inclusive).

Article 7 Students in one of the following circumstances may request official leave from their course instructor(s):

1. The student has been selected to attend international activities with relevant documentation issued by the government or other related organizations.
2. The student has been selected to attend extracurricular activities on behalf of the University with relevant documentation issued by the relevant organization.
3. The student has been selected by the University to engage in official duties and the relevant documentation 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 has been issued the relevant documentation from the competent authorities.
5. The student is required to fulfill their legal obligation by testifying in court or serving as a citizen judge, with relevant documentation issued by competent authorities.
6. The student is participating in other extracurricular activities with relevant documentation issued by the organizer, and approval granted by the head of a top-level unit.

Students requesting official leave in accordance with Subparagraphs 1 through 4 of the preceding Paragraph but who are unable to provide documentary proof issued by the relevant parties may instead provide signed documentation by personnel from the unit responsible for the student's selection or the unit overseeing matters relating to the event(s) the student is participating in.

Official leave exceeding three days shall be approved by the director of the student's department/institute; Official leave exceeding 15 days shall be further approved by the Vice President for Student Affairs.

Article 7-1 Students who are unable to attend classes due to their participation in the cultural ceremonies of the indigenous community to which they, their parents, or their spouse belong shall request leave from their course instructor(s) in advance and provide the relevant household registration transcript, household certificate, or any other government-issued document proving the indigenous tribe to which the aforementioned individuals belong.

Cultural ceremony holidays as described in the preceding Paragraph shall refer to the days on which the rituals and ceremonies of the respective indigenous tribes fall, as announced annually by the Council of Indigenous Peoples of the Executive Yuan.

Students are entitled to a maximum of four days of indigenous ceremonial leave per semester.

Article 7-2 Students who are unable to attend classes due to their participation in traditional festivals, religious ceremonies, customary celebrations, indigenous observances, and other culturally diverse practices shall request leave from their course instructor(s) in advance and provide documentary proof of their participation in said event(s).

Students are entitled to a maximum of two days of cultural diversity leave per semester.

Article 8 Students may not take leave during the University's final exam period. However, if a student is unable to take their final exam due to official affairs, acute illnesses, childbirth, miscarriage, death of a close relative, or force majeure events, the student shall apply for leave in accordance with the following directions:

1. Students engaged in official affairs shall apply for official leave in accordance with Article 7.
2. Students with acute illnesses shall provide an emergency treatment certificate issued by a relevant hospital or clinic cooperating with the National Health Insurance Administration. Students undergoing childbirth or experiencing miscarriage shall undertake the leave-taking procedures and provide a childbirth/miscarriage certificate or other documentary proof issued by a relevant hospital or clinic cooperating with the National Health Insurance Administration.
3. In the case of the death of their spouse, lineal relative(s) by blood or marriage, sibling(s), or a family member living in the same household for the purpose of lifelong cohabitation; the death of their spouse's lineal relative(s) by blood or marriage, sibling(s), or a family member living in the same household for the purpose of lifelong cohabitation; or other unforeseen force majeure events, students shall undertake the leave-taking procedures and provide the relevant documentary proof.

Students applying for leave in accordance with the preceding Paragraph shall complete the leave-taking procedures within five days of the last day of the University's final exam period (not inclusive) as announced in the NTU academic calendar. Students who are unable to do so due to justifiable circumstances, and whose leave has been approved by their course instructor(s) as well as the director of their department/institute, shall provide detailed justification for the delay.

Leave-taking as described in Paragraph 1 herein shall be approved by the student's course instructor(s) and department/institute director before the student proceeds with leave-taking procedures at the Student Assistance Division or the Branch Office of Student Affairs, College of Medicine.

Article 9 Students who are unable to complete the leave-taking procedures in person due to severe illness or other extenuating circumstances may, before the stipulated deadline, first notify their course instructor(s) about their situation over the phone or in writing, or request someone to do so on their behalf. The student may proceed to complete the leave-taking procedures afterward.

Students who are unable to contact and notify their course instructor(s) of their situation as required in the preceding Paragraph may first obtain a signed documentary proof from their department/institute director and complete the leave-taking procedures with their course instructor(s) afterward.

Article 10 If a student with justifiable cause is unable to complete the leave-taking procedures before the deadlines set forth in Articles 3, 4, and 7, they shall do so within seven days of their day of absence (inclusive), provide the relevant documentary proof and a detailed justification for the delay.

Article 11 If a student fails to request leave in accordance with relevant regulations or fails to attend classes before the leave request is granted, they shall be marked absent without leave.

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

[Full Amendment History]

March 11, 1949	Passed by the 40th Administrative Meeting
January 24, 1984	Passed by the 1430th Administrative Meeting
August 23, 1990	Passed by the 1701st Administrative Meeting
November 06, 1990	Passed by the 1711th Administrative Meeting
January 15, 1991	Passed by the 1719th Administrative Meeting
March 02, 1999	Passed by the 2094th Administrative Meeting
May 27, 2003	Passed by the 2294th Administrative Meeting
December 06, 2005	Passed by the 2412th Administrative Meeting
December 26, 2006	Passed by the 2461st Administrative Meeting
November 16, 2010	Passed by the 2646th Administrative Meeting
March 08, 2011	Passed by the 2660th Administrative Meeting
December 03, 2013	Passed by the 2789th Administrative Meeting
June 30, 2016	Passed by the 40th Student Counseling Committee
June 26, 2023	Passed by the 54th Student Counseling Committee
December 29, 2023	Passed by the 55th Student Counseling Committee