

National Taiwan University						Type of Leave		_____
_____ Semester, Academic Year _____						leave		
Student Leave Request Form for Final Examinations								
Date: ____/____/____ (MM/DD/YYYY)								
Student ID No.		Academic Program		Name		Contact Number		
Courses for which Examinations will be Missed	Course Title	M	D	Instructor's Signature	Course Title	M	D	Instructor's Signature
	Course Title	M	D	Instructor's Signature	Course Title	M	D	Instructor's Signature
	Course Title	M	D	Instructor's Signature	Course Title	M	D	Instructor's Signature
Countersignature and Comments	Head of Academic Program							
Review Comments								
Approval and Comments								
Remarks								

Notes

- Students may not take leave during final examinations. However, if a student is unable to sit an exam for any legitimate reason, they may request leave by submitting

valid documents proving their reason for absence within five days after the day following the end of the final examination week as scheduled in the NTU academic calendar. Such documents include a proof of medical emergency issued by an NHI contracted hospital/clinic, a proof of bereavement, or a proof of force majeure event that prevents the student from sitting the exam.

2. If the student fails to submit their leave request by the deadline for an excusable reason, the instructor(s) and the head of the academic program shall clearly state the reasons for their approval of the leave request in the “Remarks” field of this form.
3. Once filled out, this form shall be submitted to the instructor(s) and the head of the academic program for review and approval, after which the form shall be submitted to the Student Assistance Division or the Branch Office of Student Affairs, College of Medicine to complete the leave request procedure.
4. This leave request form consists of four copies. Upon completion of the leave request procedure, the student shall submit the first three copies to the Student Assistance Division, the Office of Academic Affairs, and the instructor(s), respectively. The final copy shall be retained by the student as a reference for make-up exams.

First copy: to be retained by the Student Assistance Division

National Taiwan University						Type of Leave		_____
_____ Semester, Academic Year _____						leave		
Student Leave Request Form for Final Examinations								
Date: ____/____/____ (MM/DD/YYYY)								
Student ID No.		Academic Program		Name		Contact Number		
Courses for which Examinations will be Missed	Course Title	M	D	Instructor's Signature	Course Title	M	D	Instructor's Signature
	Course Title	M	D	Instructor's Signature	Course Title	M	D	Instructor's Signature
	Course Title	M	D	Instructor's Signature	Course Title	M	D	Instructor's Signature
Countersignature and Comments	Head of Academic Program							
Review Comments								
Approval and Comments								
Remarks								

Notes

- Students may not take leave during final examinations. However, if a student is unable to sit an exam for any legitimate reason, they may request leave by submitting valid documents proving their reason for absence within five days after the day following the end of the final examination week as scheduled in the NTU academic

calendar. Such documents include a proof of medical emergency issued by an NHI contracted hospital/clinic, a proof of bereavement, or a proof of force majeure event that prevents the student from sitting the exam.

2. If the student fails to submit their leave request by the deadline for an excusable reason, the instructor(s) and the head of the academic program shall clearly state the reasons for their approval of the leave request in the “Remarks” field of this form.
3. Once filled out, this form shall be submitted to the instructor(s) and the head of the academic program for review and approval, after which the form shall be submitted to the Student Assistance Division or the Branch Office of Student Affairs, College of Medicine to complete the leave request procedure.
4. This leave request form consists of four copies. Upon completion of the leave request procedure, the student shall submit the first three copies to the Student Assistance Division, the Office of Academic Affairs, and the instructor(s), respectively. The final copy shall be retained by the student as a reference for make-up exams.

Second copy: to be retained by the Office of Academic Affairs

National Taiwan University						Type of Leave		_____
_____ Semester, Academic Year _____						leave		
Student Leave Request Form for Final Examinations								
Date: ____/____/____ (MM/DD/YYYY)								
Student ID No.		Academic Program		Name		Contact Number		
Courses for which Examinations will be Missed	Course Title	M	D	Instructor's Signature	Course Title	M	D	Instructor's Signature
	Course Title	M	D	Instructor's Signature	Course Title	M	D	Instructor's Signature
	Course Title	M	D	Instructor's Signature	Course Title	M	D	Instructor's Signature
Countersignature and Comments	Head of Academic Program							
Review Comments								
Approval and Comments								
Remarks								

Notes

- Students may not take leave during final examinations. However, if a student is unable to sit an exam for any legitimate reason, they may request leave by submitting valid documents proving their reason for absence within five days after the day following the end of the final examination week as scheduled in the NTU academic

calendar. Such documents include a proof of medical emergency issued by an NHI contracted hospital/clinic, a proof of bereavement, or a proof of force majeure event that prevents the student from sitting the exam.

2. If the student fails to submit their leave request by the deadline for an excusable reason, the instructor(s) and the head of the academic program shall clearly state the reasons for their approval of the leave request in the “Remarks” field of this form.
3. Once filled out, this form shall be submitted to the instructor(s) and the head of the academic program for review and approval, after which the form shall be submitted to the Student Assistance Division or the Branch Office of Student Affairs, College of Medicine to complete the leave request procedure.
4. This leave request form consists of four copies. Upon completion of the leave request procedure, the student shall submit the first three copies to the Student Assistance Division, the Office of Academic Affairs, and the instructor(s), respectively. The final copy shall be retained by the student as a reference for make-up exams.

Third copy: to be retained by the instructor(s)

National Taiwan University						Type of Leave		_____
_____ Semester, Academic Year _____						leave		
Student Leave Request Form for Final Examinations								
Date: ____/____/____ (MM/DD/YYYY)								
Student ID No.		Academic Program		Name		Contact Number		
Courses for which Examinations will be Missed	Course Title	M	D	Instructor's Signature	Course Title	M	D	Instructor's Signature
	Course Title	M	D	Instructor's Signature	Course Title	M	D	Instructor's Signature
	Course Title	M	D	Instructor's Signature	Course Title	M	D	Instructor's Signature
Countersignature and Comments	Head of Academic Program							
Review Comments								
Approval and Comments								
Remarks								

Notes

- Students may not take leave during final examinations. However, if a student is unable to sit an exam for any legitimate reason, they may request leave by submitting valid documents proving their reason for absence within five days after the day following the end of the final examination week as scheduled in the NTU academic

calendar. Such documents include a proof of medical emergency issued by an NHI contracted hospital/clinic, a proof of bereavement, or a proof of force majeure event that prevents the student from sitting the exam.

2. If the student fails to submit their leave request by the deadline for an excusable reason, the instructor(s) and the head of the academic program shall clearly state the reasons for their approval of the leave request in the “Remarks” field of this form.
3. Once filled out, this form shall be submitted to the instructor(s) and the head of the academic program for review and approval, after which the form shall be submitted to the Student Assistance Division or the Branch Office of Student Affairs, College of Medicine to complete the leave request procedure.
4. This leave request form consists of four copies. Upon completion of the leave request procedure, the student shall submit the first three copies to the Student Assistance Division, the Office of Academic Affairs, and the instructor(s), respectively. The final copy shall be retained by the student as a reference for make-up exams.

Fourth copy: to be retained by the student as a reference for make-up exams