

## **Rules of Application for Leave by Students at National Changhua University of Education**

Approved at Administrative Meeting on Mar.1, 2006  
Amended and Approved at Administrative Meeting on Apr.13, 2011  
Amended and Approved at Administrative Meeting on Mar. 5, 2014

1. Students of our university shall apply for leave in line with the Rules if they are not able to attend a class, enroll, take exams or attend all kinds of events and activities due to illness or for other reasons.
2. The types of leave students may apply for include sick leave, personal leave, official leave, maternity leave (including prenatal, postnatal and parental leave) and menstrual Leave.
3. Personal leave shall be applied for in advance with supporting documents provided by parents, legal guardian or with any relevant documents provided. Supporting documents provided by school physicians or a public/private hospital are required for application of more than three days' sick leave. Supporting documents provided by a NHI contracted hospital or clinic are required for the application of maternity leave that is not included in total hours of personal and sick leave in the same semester. Female students who find herself difficult to present at school during her menstrual period are entitled to apply for one day's menstrual leave with no proof needed. If it is impossible for a student to apply for leave on the day when an unprecedented incident occurs, the student is allowed to make up an application with relevant proof provided within 14 days.
4. An official leave application shall be approved if the applicant meets one of the following requirements:
  - 1) being selected and appointed to attend an international event and holding supporting documents provided by the government or the associated organization.
  - 2) being appointed to represent the university in off-campus events and holding supporting documents provided by the associated unit.
  - 3) being appointed by the school to perform official duties and holding supporting documents provided by a chief officer at the level of Director or above.
  - 4) holding supporting documents provided by the authority of military service for any matters that are related to military service.
5. Students shall not apply for leave during mid-term exam and final exam unless in the case of bereavement leave or suffering from severe illness.
6. Authorities to grant leave:
  - 1) The application of three days' leave or less shall be approved by Chief of Guidance and Counseling Section;
  - 2) The application of four days' leave or up to one week shall be approved by Dean of Student Affairs;
  - 3) The application of over one week's leave shall be approved by President.
7. Students are requested to log in our online system for application. Any required supporting documents shall be uploaded when log in or submitted in written form to advisor for verification and reference after log-in. Procedure of application is completed after being approved by the associated authority. Students who return to school before the leave period ends shall provide relevant proof to their advisors or military training instructor for a request of leave cancellation.
8. Students who do not apply for leave in line with the Rules; or being absent at school after their applications being rejected shall be considered as truancy. One hour's absence equals to five hour's leave. The students who are absent at school for 45 hours or more in a semester shall be expelled from school.

9. If there is any forgery or fabrication in the reasons or documents provided for application, the days of absence will be considered as truancy and the applicant will be punished accordingly.
10. The rules of leave application for students of College of Extension Education and for educational service-learning are regulated alternatively.
11. Students are entitled to apply for leave on the other holidays ratified by MOE.
12. The Rules shall go into effect after being approved by Administrative Meeting and ratified by President. The same procedure shall be applied to the amendments likewise.