

Nanhua University Student Leave Regulation

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1. The Nanhua University Student Leave Regulation is set according to Article 28 of Nanhua University (hereinafter referred to as the school) school constitution. Students are required to apply for leave in accordance with this regulation.
2. Students who have been approved by the leave of absence and do not attend the class are said as miss the class; those who have not taken leave or have not been approved without attending the class are called absentee.
3. Student leave are classified according to the following reasons:
 - (a) Private affairs leave
 - (b) Sick leave
 - (c) Official leave
 - (d) Maternity leave (prenatal leave, parturition leave, abortion leave)
 - (e) Funeral leave
4. Student leave is based on type:
 - (a) Academic leave
 - (b) Assembly leave
 - (c) Registration leave
 - (d) Examination leave
5. If you are on leave for more than 10 days or if you cannot apply for leave in advance and have to re-take it, you should attach a valid certificate along with the application.

The relevant certification requirements are as follows:

 - (a) Private affairs leave: leave should be handled in advance; if it is 3 days or more, a letter from a parent or guardian or other document of sufficient evidence should be attached.
 - (b) Sick leave: leave for 3 days or more should attach a certificate of hospital diagnosis or a certificate from the medical staff of the school.
 - (c) Official leave:
 - 1) Anyone who participates in an off-campus activity on behalf of the school or who is appointed by the various units to participate in the school-wide activities as well as a public official shall first sign the approval of the first-level unit supervisor, and after informed the students affairs office, the student shall hold the certificate and apply for leave.
 - 2) For military service personnel, proof of military service units is required.
 - 3) Aboriginal people who participate in the ceremonies of their own age, they may apply for 1 day of official leave. When applying, they should issue the student's household registration book or the official documents issued by the government.
 - 4) The off-campus teaching activities required for each department's courses are handled in accordance with the school's off-campus teaching implementation methods.
 - (d) Maternity leave: hospital certificate.
 - (e) Funeral leave: a certificate of death.
6. Procedure of leave application and competent authority of approval:
 - (a) Register leave application online and approach to the following units with a valid certificate to obtain leave permission.
 - 1) Academic leave:

- I. Leave for 1 day or more, send the application to the department office after approved by class tutor.
 - II. Leave for 3 days or more, send the application to the department office after approved by class tutor and dean of the department.
 - III. Leave for 5 days or more, send the application to the department office after approved by class tutor, dean of the department and director of the college.
 - IV. Leave for 7 days or more, send the application to the department office after approved by class tutor, dean of the department, director of the college and dean of student affairs office.
- 2) Examination leave: Send the application to department office for review and transfer to the Academic Affairs Section of the Academic Affairs Office after being signed by class tutor.
 - 3) Assembly leave: Send the application to the meeting host or assembly organizer.
 - 4) Registration leave: Send the application to the Registration Section of the Academic Affairs Office.
- (b) The leave application procedures are all based on the online system. The next procedures will not be conducted if there is no sufficient evidence attached for leave more than 3 day; if there are special reasons, the leave application procedure can be completed with the consent of class tutor or the department director.
7. Note for leave application:
- (a) All leave must be handled in person beforehand. Only those who have special circumstances or major accidents who cannot be handled in advance or in person may report to competent authority first by phone or letter, and personally re-take the leave upon returning to school.
 - (b) Those who apply for funeral leave are limited to the funeral of the direct relatives, direct in-laws, spouses, and brothers and sisters.
 - (c) Examination leave may not be applied for by other types of leave.
 - (d) Student who requests maternity leave shall attach the certificate issued by hospital or clinic designated by Health Insurance Bureau. If the student is unable to apply for leave in person, she can report to the department by phone, letter or entrusted person, and the leave will be reissued within 2 weeks. 8 days' leave will be given during prenatal and can be taken separately, it cannot be retained until after childbirth. After parturition, 56 days' leave will be given. For the spouse, the paternity leave is 3 days and can be taken separately. Student who has abortion for more than 5 months of pregnancy, abortion leave for 42 days will be given. Student who has abortion for more than 3 months and less than 5 months can take abortion leave for 28 days while 14 days of abortion leave will be given to student who has abortion for less than 3 months of pregnancy.
- The maternity leave and abortion leave (including weekends and holidays) mentioned in the preceding paragraph shall be completed at one time, resulting in the hours of absence will not be classified as a deduction.
8. Punishments for absence of classes will be handled in accordance with the following provisions.
- (a) Deductions for missing classes and absenteeism are handled in accordance with the regulations of the school.
 - (b) Those who absent the assembly will be dealt with according to the school's reward and punishment regulation.
 - (c) Those who fail to register or fail to complete the registration procedures of leave application, or who have not been approved for leave will be handled in accordance with the regulations of the school.
 - (d) Those who do not take a test and fail to apply for examination leave, no mark will be given for the test.
9. During the period of the leave, if you return to school in advance, you can take the leave to the relevant unit to cancel the leave.

10. These regulations were reviewed and approved by the Student Affairs Meeting, and announced for implementation after principal approval.