

National Chiao Tung University

-- Rules Governing Students' Leave-Request

Amended in the 5th Meeting of the Office of Student Affairs, Academic Year 1999, on November 24, 1999

Amended in the 7th Meeting of the Office of Student Affairs, Academic Year 1999, on December 17, 1999

Amended in the 3rd Meeting of the Office of Student Affairs, Academic Year 2004, on January 5, 2005

Amended in the 8th Meeting of the Office of Student Affairs, Academic Year 2007, on November 27, 2007

Amended in the 7th Meeting of the Office of Student Affairs, Academic Year 2010, on April 27, 2011

1. A student who is unable to attend a class, an examination or an activity due to certain reasons shall fill out a Leave-request Form beforehand; absence without leave-approval or failure to return to class in time counts as truancy, but the student may ask for a leave or submit an after-fact leave-request due to illness.
2. There are six types of leave: due to personal matter, business matter, bereavement, maternal matter, and wedding. A leave-request due to personal matter or bereavement must come with proof provided by the applicant's parent (or guardian). A request for a sick-leave or maternal-leave must come with a doctor's note; a business-leave requires a note issued by the supervisor of the dean/department/office; a marital-leave also requires relevant documentations. Except for a sick-leave or maternal-leave, no request without proof or after-fact documentations shall be accepted.
3. In accordance with governmental announcements, a student with an aboriginal status who needs to participate in an aboriginal ceremony and provides the needed documentations is entitled to request for a one-day leave.
4. Leave-requests must be submitted and processed beforehand, and the procedures and authority involved are stated below:
 - (1) Fill out the 2-copy Leave-Request Form and state the time and reasons of the leave. Have it signed by the teacher, and have it approved by the Disciplinary Officer, teacher, and the dean, or take it to the Office of Student Affairs.
 - (2) The approval of a request for a leave of 7 days or less shall be determined by the dean -- Chief of the Office of Student Affairs if 8 days or longer.
 - (3) Upon approval, the first copy of the Leave-Request Form shall be given to the Life Guidance Section, and the second copy is to be kept by the applicant and may be photocopied and given to relevant authorities or the teacher as needed.
5. Post-fact leave-request shall be submitted if the absence is due to an unforeseeable incident or special circumstances.

6. Upon the completion of the procedures, the Leave-Request Form shall be given to the Life Guidance Section for registration or the absence will still be treated as truancy.
7. Students' leave-requests, absence and truancy are processed in accordance with the detailed regulations regarding students' code of conduct.
8. These Rules shall be implemented after being approved in the Meeting of the Office of Student Affairs. The same shall apply to any amendments hereto.