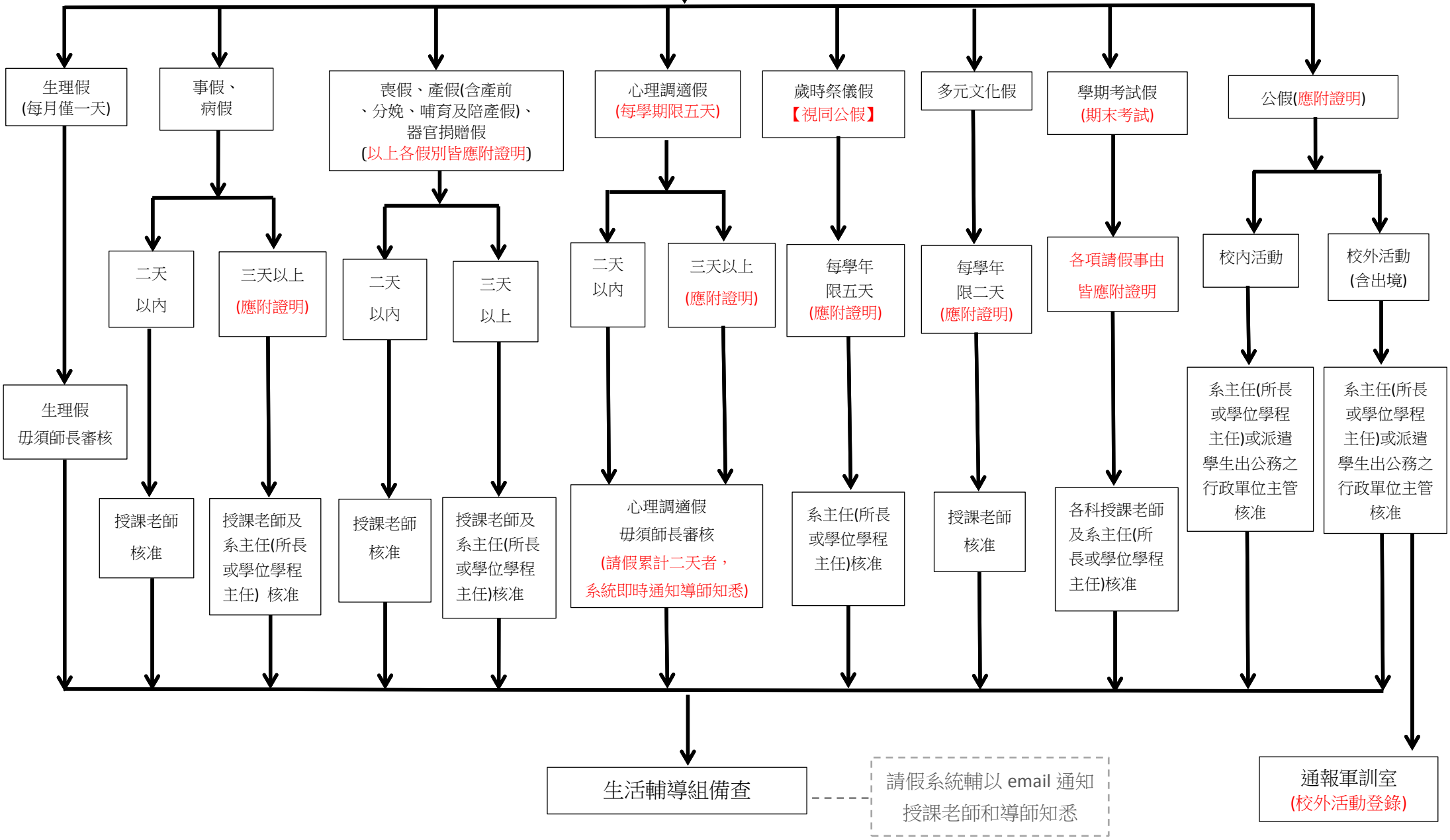
學 生 請 假 – 准 假 簽 核 流 程 說 明

「學生請假辦法: 第六條 學期考試期間不得請假。」
【說明：期末考試期間，如遇重大、緊急情況或不可抗力因素需請假時，應以「學期考試假」提出申請，而非「其他假別 (ex.公假、病假、...)」。】



★ 學生請假申請應至「學生請假系統」登錄，如有不可抗力因素以致無法線上申請時，請改以紙本請假。

114/7 版

NCKU Student Leave Application Flow Chart

Regulations for Student Leave of Absence:

Article 6. Leave-taking during semester examinations is prohibited.

Note: During end-of-term examinations, if there are major emergencies, or force majeure factors, students should submit the leave application as "Leave from term examinations" rather than other types of leave, e.g., "Official leave" or "Sick leave,...".

- Menstrual leave (a maximum of 1 day in one month)
  - Exempted from approval procedurals
- Personal leave or sick leave
  - No more Than 2 days
    - Approved by course instructors
  - 3 or more days (with certificates)
    - Approved by course instructors and the department chair (institute or program director)
- Bereavement leave, maternity leave (including prenatal care, postnatal care, and baby nurturing), menstrual leave, or leave for organ donation (including bone marrow or organ) (with certificates)
  - No more than 2 days
    - Approved by course instructors
  - 3 or more days
    - Approved by course instructors and the department chair (institute or program director)
- mental health leave (a maximum of five days in a semester)
  - No more than 2 days
    - The system will instantly inform the advisor of an applicant on an approved leave amounting to two consecutive days.
  - 3 or more days (with certificates)
    - The system will instantly inform the advisor of an applicant on an approved leave amounting to two consecutive days.
- leave for indigenous rituals and ceremonies【administered in accordance with the application procedure for official leave】
  - a maximum of five days of leave per academic year (with certificates)
    - Approved by the department chair (institute or program director)
- leave for multicultural festivals
  - a maximum of two days of leave per academic year (with certificates)
    - Approved by course instructor
- End-of-term Examinations
  - Each type of leave (with certificates)
    - Approved by course instructors and the department chair (institute or program director)
- Official leave (with certificates)
  - Intramural
    - Approved by the department chair (institute or program director) or the chief administrator of the responsible office
  - Extramural or overseas
    - Approved by the department chair (institute or program director) or the chief administrator of the responsible office
    - Registered by the Military Training Office for an extramural activity

The leave application system will notify the student's advisor and instructor to know by email.

Filed by the Student Assistance Division for administrative verification

★ Applications should be submitted and processed online. Applicants who fail to apply online due to unforeseen contingencies are allowed to submit a written application for approval.