

國立中正大學學生請假規定

National Chung Cheng University Regulations for Student Leave of Absence

八十三年十月廿四日第一五五次行政會議修正通過
Approved by the 155th Administrative Meeting on October 24, 1994
依八十四年四月十日教育部高字第〇一五九四九號函通過本校組織規程中之處、室、組名稱修正本條款
Amended pursuant to the Ministry of Education Letter No. Kao-Tzu-015949 dated April 10, 1995, revising the titles of offices,
divisions, and sections under the University's Organizational Regulations
100年5月11日第30次學生事務會議修正通過
Amended and approved by the 30th Student Affairs Meeting on May 11, 2011
100年9月26日第372次行政會議修正通過
Amended and approved by the 372nd Administrative Meeting on September 26, 2011
103年4月24日第34次學生事務會議修正通過
Amended and approved by the 34th Student Affairs Meeting on April 24, 2014
103年5月19日第404次行政會議修正通過
Amended and approved by the 404th Administrative Meeting on May 19, 2014
111年10月19日第50次學生事務會議修正通過
Amended and approved by the 50th Student Affairs Meeting on October 19, 2022
111年11月21日第506次行政會議修正通過
Amended and approved by the 506th Administrative Meeting on November 21, 2022
112年12月5日第52次學生事務會議修正通過
Amended and approved by the 52nd Student Affairs Meeting on December 5, 2023
113年1月24日第520次行政會議修正通過
Amended and approved by the 520th Administrative Meeting on January 24, 2024

一、本校學生請假悉依本規定辦理。

I. All student applications for leave at National Chung Cheng University shall be handled in accordance with these Regulations.

二、學生未到課(席)，經請假核准者為缺課(席)，未請假或請假未准者為曠課(席)。

II. A student's absence from class (attendance) shall be deemed an excused absence if leave has been duly approved. Absence without approved leave shall be deemed an unexcused absence.

三、學生請假依種類分：

- (一) 課業假：因故不能上課者。
- (二) 考試假：因故不能參加各種定期考試者。

III. Student leave shall be classified by type as follows:

- (I) Academic Leave: For students who are unable to attend classes due to legitimate reasons.
- (II) Examination Leave: For students who are unable to take scheduled examinations due to legitimate reasons.

四、學生請假依事故分：

- (一) 事假。
- (二) 病假。
- (三) 公假。
- (四) 產假、產檢假。

- (五) 喪假。
- (六) 生理假。
- (七) 心理健康假。

IV. Student leave shall be classified by cause as follows:

- (I) Personal Leave.
- (II) Sick Leave.
- (III) Official Leave.
- (IV) Maternity Leave and Prenatal Examination Leave.
- (V) Bereavement Leave.
- (VI) Menstrual Leave.
- (VII) Mental Health Leave.

五、請假逾三日或事前不克請假於事後補辦手續者，請假時應檢附相關證明。

V. For leave exceeding three days, or where prior application for leave is not possible and procedures are completed retroactively, relevant supporting documents shall be submitted together with the leave application.

六、請假程序：

- (一) 向各系（所）辦公室索取請假單或線上申請。
- (二) 填妥請假單後，向權責單位申請或線上送出。
 - 課業假：送系（所）審核後，交授課教師核備。
 - 考試假：送授課教師簽章後，交由各系（所）備查。

VI. Leave application procedures are as follows:

- (I) Obtain a leave application form from the department (or graduate institute) office or submit an application online.
- (II) After completing the form, submit it to the competent authority or submit it online.
 - Academic Leave: After review by the department (or graduate institute), the application shall be forwarded to the course instructor for record purposes.
 - Examination Leave: After being signed by the course instructor, the application shall be submitted to the department (or graduate institute) for record purposes.

七、請假時注意事項：

- (一) 所有請假以事前親自辦理為原則，惟狀況特殊或重大事故，無法事前親自辦理請假手續者，可以電話、書信先行向授課教師或各系（所）報備，系所接獲學生報備時，應即時轉知授課教師。學生於假滿回校時，親自補辦請假手續。
- (二) 請喪假者，以請假人之直系血親，直系婚親、配偶、兄弟姐妹之喪葬為限。
- (三) 生理假：每月得請假一日，無需出示證明。
- (四) 心理健康假每學期以三天為限，無需檢附證明，學生不得據以申請補考，第三次請假，需填量表，並通知導師及諮商中心關懷。
- (五) 僑生、外籍生因故需請假出境者，應依請假程序請假。

(六) 考試假不得以其他種類假申請之。

VII. Matters requiring attention when applying for leave are as follows:

- (I) As a general rule, all leave shall be applied for in person in advance. In cases of special circumstances or major incidents where prior personal application is not possible, students may notify the course instructor or department (or graduate institute) by telephone or written communication in advance. Upon receiving such notification, the department (or graduate institute) shall promptly inform the course instructor. Students shall complete the leave procedures in person upon returning to campus.
- (II) Bereavement leave is limited to funerals of the applicant's lineal blood relatives, lineal relatives by marriage, spouse, siblings.
- (III) Menstrual Leave: One day per month may be taken without supporting documentation.
- (IV) Mental Health Leave shall be limited to three days per semester without supporting documentation. Such leave may not be used as a basis for applying for make-up examinations. Upon the third application, a self-assessment form shall be completed, and the student's academic advisor and the Counseling Center shall be notified for follow-up care.
- (V) Overseas Chinese students and international students who need to leave the country due to legitimate reasons shall apply for leave in accordance with these procedures.
- (VI) Examination Leave may not be applied for under any other category of leave.

八、學生缺、曠課（席）之處置，悉依左列規定辦理：

- (一) 曠課一小時以缺課三小時計。
- (二) 單一學科缺課未達全學期上課時數三分之一者，得由該學科任課老師自行酌情扣分。
- (三) 學科缺課逾全學期上課時數三分之一者，扣考該學科期末考，成績以零分計算。
- (四) 缺課時數各學科累計逾全學期上課總時數三分之一者，應令休學。
- (五) 經應令休學者，未於公告指定期限內辦妥休學手續，即以自動放棄學籍論而予應令退學。
- (六) 因公、產、喪假而缺課（席）者，不列入缺課時數。

VIII. The handling of excused and unexcused absences shall be governed by the following provisions:

- (I) One hour of unexcused absence shall be counted as three hours of excused absence.
- (II) Where absences in a single course do not reach one-third of the total class hours for the semester, the course instructor may, at their discretion, deduct points from the student's grade.
- (III) Where absences in a course exceed one-third of the total class hours for the semester, the student shall be barred from taking the final examination of that course, and the final grade shall be recorded as zero.

(IV) Where a student's cumulative absences in each course exceed one-third of the total class hours for the semester, the student shall be required to take a leave of absence from the University.

(V) A student who is required to take a leave of absence but fails to complete the leave procedures within the announced deadline shall be deemed to have voluntarily relinquished student status and shall be dismissed from the University.

(VI) Absences due to official leave, maternity leave, or bereavement leave shall not be included in the calculation of absence hours.

九、在准假期間內，如提前返校，可持准假單分別至授課教師、系所報備銷假。

IX. If a student returns to campus earlier than the approved leave period, the student may present the approved leave form to the course instructor and the department (or graduate institute) respectively to report and cancel the remaining leave.

十、本規定經學生事務會議、行政會議通過，陳請校長核定後實施。

X. These Regulations shall be implemented upon approval by the Student Affairs Meeting and the Administrative Meeting, and after being ratified by the President of the University.

附錄 Appendix

請假證明參考如下：

1. 事假：足資證明文件。

2. 病假：醫療院所診斷證明。

3. 公假：

(1) 代表國家參加國際活動者，應出具政府機關或相關團體出具之證明文件。

(2) 代表學校參加校外活動者，應出具相關單位出具之證明文件。

(3) 經學校選派擔任公務者，應出具選派單位主管出具之證明文件。

(4) 有關兵役者，應出具兵役單位之證明文件。

(5) 原住民族參加本族歲時祭儀者，得申請公假一日，申請時應出具學生戶籍謄本、戶口名簿或政府機關所開具之證明文件。

4. 產假、產檢假：醫院證明。

5. 喪假：訃文或死亡證明書。

Reference documents for leave applications are as follows:

I. Personal Leave: Sufficient supporting documents.

II. Sick Leave: Diagnostic certificate issued by a medical institution.

III. Official Leave:

(I) For those representing the nation in international activities, supporting documents issued by government agencies or relevant organizations shall be provided.

(II) For those representing the University in off-campus activities, supporting

documents issued by the relevant units shall be provided.

(III) For those assigned by the University to perform official duties, supporting documents issued by the head of the assigning unit shall be provided.

(IV) For matters related to military service in Taiwan, supporting documents issued by the military service authority shall be provided.

(V) Taiwanese Indigenous students participating in traditional annual tribal ceremonies may apply for one day of official leave and shall submit a household registration transcript, household registration book, or certification issued by a government authority.

IV. Maternity Leave and Prenatal Examination Leave: Hospital-issued certification.

V. Bereavement Leave: Obituary or death certificate.

The English version was translated from the original Chinese text. In the event of any discrepancy, the Chinese will take precedence.