

Rules of Application for Leave of Absence by Students of I-Shou University

Amendments adopted on March 29, 2006, at the first meeting of the Student Affairs Council in the first semester of the academic year 2005

Amendments adopted on June 11, 2008, at the second meeting of the Student Affairs Council in the second semester of the academic year 2007

Amendments adopted on May 18, 2011, at the fourth meeting of the University Administration Council in the second semester of the academic year 2010

Amendments to the Rules promulgated with the consent from the President dated October 5, 2012

Amendments to Article 5 promulgated with the consent from the President dated April 12, 2013

Amendments to Articles 2-11 adopted by the University Administration Council on September 18, 2019, and promulgated with the consent from the President dated October 15, 2019

Amendments to Articles 1, 3-5, and 8-12 adopted by the University Administration Council on December 15, 2021, and promulgated with the consent from the President dated January 3, 2022

Amendments to Articles 1 and 3-16 adopted by the University Administration Council on October 18, 2023, and promulgated with the consent from the President dated November 1, 2023

Amendments to Article 3-6, 10, 11, and 14 adopted by the University Administration Council on March 20, 2024, and promulgated with the consent from the President dated March 28, 2024

Amendments to Articles 1-8, 10, 11, 13, and 14 adopted by the University Administration Council on October 16, 2024, and promulgated with the consent from the President dated

Article 1 The Rules of Application for Leave of Absence by Students of I-Shou University (hereinafter referred to as “the Rules”) are made by I-Shou University (hereinafter referred to as “the University”) as per Article 11 of the Academic Rules of I-Shou University and applicable to its students who want to apply for a leave of absence for any reason.

Article 2 Students who cannot attend a class, an assembly, or other activities for any reason shall apply for a leave of absence before the end of the semester. Those who do not apply for a leave of absence or whose application for a leave of absence is rejected will be considered absent without leave.

Article 3 Students may apply for the following types of leave of absence:

1. official leave;
2. sick leave;
3. personal leave;
4. bereavement leave;
5. maternity leave (including prenatal, postnatal, and miscarriage leave);
6. marriage leave;
7. accompanying prenatal care check-up and paternity leave;
8. parental leave;
9. menstrual leave; and
10. mental health leave.

Article 4 An official leave of absence is granted under the following rules:

1. In one of the following circumstances, students may apply for official leave:
 - a. representing the Republic of China in competitions or events;
 - b. representing the University in formal events or competitions;
 - c. being appointed by the head of an administrative or academic unit to perform official duties;
 - d. being selected to attend university-sponsored meetings at all levels;
 - e. being requested by the government to complete legal formalities before enlistment, or mustered by the Ministry of National Defense to act as

reserve military personnel;

- f. being injured while performing official duties or performing a heroic act;
- g. one day of official leave granted to indigenous students for participating in indigenous rituals and ceremonies, as announced by the government; and
- h. other circumstances where official leave should be granted.

2. The following documents shall be attached when applying for official leave:

- a. Students applying for official leave shall submit valid supporting documents to the responsible academic or administrative unit, and the responsible unit shall complete and submit an application online. After being approved by the head of the responsible unit, the application will be sent to the Student Campus Life Guidance Section (hereinafter referred to as “the Section”) of the Office of Student Affairs for review and then to the Dean of Student Affairs for approval.
- b. To apply for official leave for an indigenous ritual or ceremony, indigenous students shall submit a photocopy of the household registration transcript or the household certificate, or a certificate issued by the government, as proof of indigenous status.

3. When a student is appointed by the head of an administrative or academic unit to take part in an event or to perform official duties outside the University, the appointing unit shall obtain written consent from the University at least ten working days prior to the date of the event to ensure the student’s rights are safeguarded.

Article 5 If a student cannot attend any of the activities specified in Article 2 due to illness, they may apply for sick leave. For absences of more than one day, online applications shall include relevant medical documentation from an NHI-contracted hospital or clinic, or other documents that sufficiently justify the reason for a leave of absence.

If a student cannot attend any of the activities specified in Article 2 due to personal matters, they may apply for personal leave. For absences of one day or more, online applications shall include documents that sufficiently justify the reason for a leave of absence.

Article 6 If a student's spouse, or the student's or his/her spouse's immediate family member or sibling passes away, he/she may apply for seven days of bereavement leave (excluding regular holidays). When applying online, he/she shall attach an obituary or death certificate to the application. The seven-day leave may be taken on different dates, and any additional days beyond this period will be considered personal leave. Bereavement leave shall be fully used within 100 days of the date of the relative's death.

Article 7 If a student requires maternity leave due to childbirth, she shall apply online with supporting documents from an NHI-contracted hospital or clinic. Expectant students are entitled to eight days of prenatal leave before childbirth; they may apply for the eight-day prenatal leave on different dates, but no application will be considered after childbirth. Female students are entitled to 56 days of postnatal leave after childbirth. For a miscarriage at five months or more of pregnancy, female students are entitled to 42 days of miscarriage leave; for a miscarriage between three and five months of pregnancy, they are entitled to 28 days of miscarriage leave; and for a miscarriage at three months or less of pregnancy, they are entitled to fourteen days of miscarriage leave.

Postnatal leave and miscarriage leave (including weekends and national holidays) shall be taken at one application. Absence from class due to maternity leave will not lead to a deduction of points.

Seven days of accompanying prenatal care check-up and paternity leave are granted to students who want to accompany their spouses for prenatal care check-ups, childbirth, or a miscarriage at twenty weeks or more of pregnancy. The seven-day accompanying prenatal care check-up and paternity leave may be taken on different dates. The accompanying prenatal care check-up leave shall be taken during the spouse's pregnancy, and the paternity leave shall be taken during a fifteen-day window (including weekends and holidays) before and after the date of the spouse's delivery or miscarriage. Documents from an NHI-contracted hospital or clinic shall be provided upon online application.

Students are entitled to parental leave if they have a child under the age of three needed to be taken care of or vaccinated. Supporting documents for the aforementioned reason

shall be provided upon online application. Online applications for parental leave shall be submitted within five working days of the occurrence of the specified event.

- Article 8 Newly-wed students may apply for seven days of marriage leave, and a marriage registration certificate shall be attached upon online application. Marriage leave shall be taken at one application within one year of the date of marriage registration.
- Article 9 Female students may apply online for up to one day of menstrual leave every month if they are unable to go to classes while having their period, and no supporting document is required.
- Article 10 Students who have difficulty attending classes due to psychological or mental health conditions may apply online for mental health leave for a maximum of three days per semester. Once a student applies for mental health leave, the system will automatically notify his/her course instructor(s), his/her advisor, and the chair of his/her department. Students may be referred to counselors if necessary. A certificate issued by a medical institution or a counseling document is required if a student has already taken three days of mental health leave.
- Article 11 If students are unable to take a final exam for any reason, they shall complete and submit a leave record card and a Make-up Examination for Final Examination Course Confirmation Form, which can be downloaded from the website of the Curriculum Section of the Office of Academic Affairs, and make an application under Articles 4 to 8. The leave record card, after being signed by the responsible course instructor(s), shall be submitted to the Section for further processing.
- Article 12 Students shall apply for a leave of absence from the assembly when they cannot attend an assembly or activity convened by an academic or administrative unit for some reason. They shall complete and submit a leave record card, with supporting documents attached, to the organizer of the assembly or activity for approval.
- Article 13 Unless otherwise stipulated, students shall apply for a leave of absence online no later than five working days after the date they take the leave of absence. Late applications will not be considered. Under special circumstances, students may notify their course instructors of taking a leave of absence in advance.
- Article 14 Students' leave applications shall be reviewed and approved by following the procedure

below:

1. To apply for a leave of absence during the semester:
 - a. To apply for a leave of absence from one single course for up to four hours, the application shall be approved by the course instructor and then submitted to the Section for approval.
 - b. An application for a leave of absence for more than four hours and less than two days shall be approved by the advisor before being submitted to the Section.
 - c. An application for a leave of absence for two to four days shall be approved by the advisor and the chair of the department and then submitted to the Section.
 - d. To apply for a leave of absence for four to seven days, the application shall be approved by the advisor and the chair of the department, delivered to the Section for review, and finally submitted to the Dean of Student Affairs for approval.
 - e. To apply for a leave of absence for more than seven days, the application shall be approved by the advisor and the chair of the department, delivered to the Section and the Dean of Student Affairs for review, and finally submitted to the President for approval.
 - f. Applications for menstrual leave and mental health leave may directly be submitted to the Section for future reference.
2. When students take a leave of absence from a final exam, the application shall be approved by the course instructor and the chair of the department, delivered to the Section, the Curriculum Section of the Office of Academic Affairs, and then the Dean of Academic Affairs for review, and finally submitted to the President for approval.
3. Leave requests for inability to attend assemblies shall be approved by the organizing units.

Article 15 Any deduction of points caused by absence from class shall be subject to the Academic Rules of I-Shou University.

Article 16 The Rules become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Rules, the Chinese language version shall prevail.