

建國科技大學學生請假規則

CTU Students Leave of Absence

- 第一條 本校學生因故請假，悉依本規則辦理。未經准假，概作曠課論。
- Article 1 Students of CTU ask for leave for any reason are handled in accordance with the Rules. An unapproved absence from class is considered truancy.
- 第二條 學生請假依其性質分為下列三種：一、課業假；二、集會假；三、考試假。
- Article 2 Students leaves are categorized into three types: 1. Academic leave 2. Meeting/Event leave 3. Exam leave.
- 第三條 學生請假依事故原因分為事假、病假、公假、喪假、分娩假、原住民族歲時祭儀。除考試假外，相關證明文件及規定如下：
- Article 3 Students leave of absences are categorized as follows: Personal leave, sick leave, official leave, bereavement leave, Labor/Childbirth leave and Aboriginal ceremony leave. Except for exam leave, applications for other leaves shall be submitted with relevant documents as follows:
- 一、事假：家長函件證明（需家長蓋章）並於事前辦理為原則，事後經導師允許得補辦手續(懷孕或哺育幼兒得持相關證明)
 1. Personal leave: the letter of parental consent provided in advance is required, or get the approval from the class advisor to finish the procedure afterwards.(the proof of pregnancy or nursing if needed)
 - 二、病假：限醫療證明(如健保卡)，短期之特殊病假無醫療證明者，經導師簽證亦可。
 2. Sick leave: medical diagnosis certificate or the supporting document from the class advisor.
 - 三、公假：事先持與公假有關單位之證明(校內需組長以上簽證)並會導師後，由學務處各權責單位核准。經核准公假者，不作缺席計算。事後一律不准補辦手續。
 3. Official leave: proof from the school administration or the activity manager, then notifying the class advisor. It should be approved by the designated authority from Office of Student Affairs. Approved official leave won't be reported "absence". Applications for official leave should be submitted for approval in advance of the leave.
 - 四、喪假：除直系親屬之喪葬視同公假外，其餘親屬之喪葬均為事假，喪假期間限為七天。
 4. Bereavement leave: In the event that a student experiences a death of an immediate family, the student will be excused for official leave. One week

of personal leave is allowed in the event of the death a family member.

- 五、分娩假：屬生產前後四十二日為限。
5. Maternity leave: All students are allowed to take maternity-related absence up to 42 days before and after the birth of their child.
- 六、原住民族歲時祭儀：須提出戶籍謄本、戶口名簿或政府機關所開具之證明文件（例如村里辦公室開具證明）；每年度原住民族歲時祭儀放假日期，依當年度行政院原住民族委員會於行政院公報之公告日期辦理。
6. Aboriginal ceremony leave: Applicants must submit a copy of Household Registration Transcript, a Household Certificate, , or documents issued by government agencies. The annual Aboriginal ceremony leave of each year shall be handled in accordance with the announcement dated by the Council of Indigenous Peoples, Executive Yuan.
- 七、事、病、公、喪、分娩假、原住民族歲時祭儀均需檢附證明一份。
7. All leave of absence application must be submitted with relevant supporting documentation

第四條 准假權責規定如左：

Article 4 The designated authorities for approval leave :

- 一、課業假：持相關證件並按規定辦理請假手續。
1. Academic leave: apply for a leave with relevant supporting documents
1. 一天由導師核准。
(1) Leave of one day: must be approved by the class advisor.
 2. 二天由系教官核准。
(2) Leave of two days: must be authorized by military instructors from the applicant' s department.
 3. 三天由生活輔導組組長核准。
(3) Leave of three days: must be approved by the Chief of the Life Guidance Section
 4. 三天以上五天以內，由學務長核准。
(4) Leave of three days to five days: must be approved by the dean of the Office of Student Affairs.
 5. 超過五天由生活輔導組呈轉校長核准。
(5) Leave for over five days: requires signed permission form the Section Chief of the Life Guidance Section as well as approval from the president of CTU.
- 二、集會假：各種慶典活動、集會、週會、導師時間，由學務處各權責單位核准。

2. Meeting/event leave: Including celebrations, event, weekly meeting and tutor's hour are approved by the Office of Student Affairs.

三、考試假：學生於考試期間，因公、患重病或遭遇重大事故、因懷孕、生產或哺育幼兒、原住民族歲時祭儀不能參加考試者，應按考試規則辦理。

3. Applications for sick leave, personal leave, bereavement leave, maternity leave (including prenatal care, postnatal care, baby nurturing, and paternity leave), and aboriginal ceremony leave during semester examinations shall be approved with relevant supporting documents in accordance with Exam Rules.

第五條 除因特殊事故外，喪假或病假均須於發生日期三日內完成請假手續，除考試假送教務處外，餘皆送生輔組登記始生效力；未經核准或未按規定辦理請假者概以曠課論。

Article 5 Except for special accident, bereavement or sick leave must be completed within three days of the date of occurrence. Requests for exam leave shall be submitted to the Office of Academic Affairs. Others shall be submitted to the Life Guidance Section of the Office of Student Affairs. Those who fail to complete their leave application according to the aforementioned Regulations shall be considered absent from class.

第六條 學生虛報請假事故或檢具不實證明文件，經查明屬實，除按獎懲辦法議處外，概以曠課論。

Article 6 Any documents submitted under false pretenses, forged or misrepresented (in whole or part) shall subject the individuals involved to sanctions by the University.

第七條 學生缺課或曠課之扣分標準：

Article 7 The standards for attendance:

一、課業假：扣學業成績不再扣操行成績，由教務處另訂。

1. Academic leave: Grade deduction in accordance with Office of Academic Affairs.

二、考試假：申請考試假經核准者，准予事後補考，除請公假及喪假之成績按實際成績給分外，其他請假補考超過六十分上部份打對折給分，不及格者按實際分數給分；凡未經准假，而不參加定期考試者，該科成績以零分計算。

2. Exam leave: students who get the approval are allowed to take the make-up exam. Except for official leave and bereavement leave, students get over 60 points on the make-up exam will get 50% off for other leaves. Students who don't attend the examinations will get zero.

三、集會假：無故未到或未經准假者，記小過乙次。

3. Meeting/event leave: A minor demerit may be issued for not following the

procedure for taking leave, or taking leave without permission.

四、公假、喪假、分娩假、原住民族歲時祭儀者免扣學業及操行成績，但喪假如超過一星期及分娩假超過六星期者，其超過部份，仍依事假處理。

4. No academic and conduct scores will be deducted under official leave, bereavement leave, maternity leave and Aboriginal ceremony leave. If bereavement leaves over a week and maternity leave over six weeks, the remaining days of leave are deemed as personal leave.

五、課外活動列入缺曠記錄，不扣操行成績但列入操行等第之調整（94年5月24日修訂取消操行等第之調整）。

5. Extracurricular activities are no points will be deducted for conduct grade but will be evaluated for Ranking. (On May 24, 2005, this subparagraph are cancelled about the evaluated for Ranking .)

第八條 本規則經學生事務委員會通過，陳請校長核准後實施，修訂時亦同。

Article 8 These Regulations and subsequent amendments come into effect upon approval by the Student Affairs Meeting and ratification by the president of the university.