

建國科技大學學生請假規則

Leave of Absence Regulations for Students at CTU

97.01.10.修訂 / January 10th, 2008 amended
100.03.15.修訂 / March 15th, 2011 amended
109.06.18.修訂 / June 18th, 2020 amended
111.01.20.修訂 / January 20th, 2022 amended
112.06.15.修訂 / June 15th, 2023 amended
113.01.04.修訂 / January 4th, 2024 amended
113.02.29.修訂 / February 29th, 2024 amended
114.09.12.修訂 / September 12th, 2025 amended

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 this university shall apply for leave due to reasons in accordance with this regulation. Absence without approval will be treated as truancy.

第二條 學生請假依其性質分為下列二種：一、課業假；二、集會假。

Article 2: Student leave is generally divided into the following two categories based on its nature: 1. Academic leave ; 2. Assembly leave.

第三條 學生請假依事故原因分為事假、病假、公假、喪假、防疫假、生理假、身心調適假、分娩假、原住民族歲時祭儀。相關證明文件及規定如下：

Article 3: Absence of leave is categorized according to the following reasons: personal leave, sick leave, official leave, bereavement leave, epidemic prevention leave, menstrual leave, mental health leave, maternity leave, and leave of indigenous cultural rituals. Related documents and regulations are as below:

一、事假：須憑證明文件於事前辦理。（如有不可歸責於當事人之事由，得經導師簽准並於三日內補請假）

1. Personal Leave: Documents proving the reasons for leave are required to provide in advance. (In case of reasons beyond the student's control, approval could be obtained from the advisor and the leave must be supplemented within three days).

二、病假：限醫療證明或經導師了解並填寫輔導紀錄後予以簽證。

2. Sick Leave: Limited to medical certificates or requires the advisor's verification after understanding the situation and filling out counseling records.

三、公假：事先持與公假有關單位之證明(校內負責活動教師簽證)並會導師後，由各權責單位核准。經核准公假者，不作缺席計算。

- 3 Official Leave: Prior certification from relevant authorities (signed by teachers responsible for activities within the school) and approval from the advisor are required. Approved official leave shall not be counted as absence.

四、喪假：除親屬之喪葬視同公假外，其餘之喪葬均為事假，喪假期間限為七天。其超過部份依事假處理。

4. Bereavement Leave: Except for immediate family funerals considered official leave, all other funerals are treated as personal leave. Bereavement leave is limited to seven days. The exceeding days are considered as personal leave.

五、防疫假：學生因新冠肺炎疫情篩檢陽性「併發中重症者」須檢附「隔離治療通知書」，致無法返校上課，該未到課期間不列入缺課紀錄。

5. Epidemic Prevention Leave: Students diagnosed positive for COVID-19 “with severe or critical symptoms” must submit an “Isolation Treatment Notice.” During the period of absence from class due to this, the leave will not be treated as absence.

六、生理假：學生因生理期致身體不適者，每月得請生理假一日視同公假（兩次距離須間隔25日以上，特殊狀況除外），毋需出示證明。

6. Menstrual Leave: Students who feel physically unwell due to their menstrual period may take one day of menstrual leave per month, treated as official leave. (except in special circumstances where intervals between occurrences are less than 25 days), without the need to provide evidence.

七、身心調適假：一學期以三日為限，須逐日申請，視為公假。申請第二日起，導師應介入了解並務實填寫輔導記錄，必要時應呈報系主任

並轉介諮商與輔導組。

7. Mental Health Leave: Limited to three days per semester, the leave must be applied for daily, treated as official leave. From the second day of application, the advisor should intervene to understand and fill out practical counseling records. if necessary, report to the director of the department and then transfer to counseling and guidance section.

八、分娩假：產檢、分娩、流產，須檢附醫院證明書或生產證明。分娩後，給予分娩假42日。懷孕滿3個月以上流產者，給予分娩假28日；懷孕未滿3個月流產者，給予分娩假14日。其超過部份依事假處理。

8. Maternity Leave: Prenatal check-ups, childbirth, and miscarriages require submission of hospital certificates or birth certificates. After childbirth, 42 days of maternity leave are granted. For pregnancies of more than 3 months ending in miscarriage, 28 days of maternity leave are granted; for pregnancies of less than 3 months ending in miscarriage, 14 days of maternity leave are granted. Any excess beyond these durations is considered as personal leave.

九、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。

9. Indigenous Cultural Rituals: It is necessary to submit household registration transcripts, household registration books, or official documents issued by government agencies (such as certificates issued by village offices). The holiday dates for indigenous cultural rituals are determined annually according to the announcement date in the Executive Yuan Gazette by the Indigenous Peoples Committee of the Executive Yuan.

十、事、病、公、喪、防疫、分娩假、原住民族歲時祭儀均需檢附證明一份。

10. Leave for personal reasons, illness, public affairs, bereavement, epidemic prevention, childbirth, and indigenous cultural rituals all require attachment of supporting documents.

第四條 准假權責規定如左：

Article 4: The regulations on granting leave are as follows:

一、本國籍學生

1. Native Taiwanese students

(一)課業假：持相關證件並按規定辦理請假手續。

(I) Academic Leave: Relevant documents are provided and follow the prescribed procedures for leave.

1. 一天由導師核准。

1. One day is approved by the advisor.

2. 二天日間部由生活輔導組組長核准；進修部由學務組組長核准。

2. Two days : Day programs approved by the Head of the Discipline Section; continuing education programs are approved by the Head of the Student Affairs Group.

3. 三天(含)以上五天以內，日間部由學生事務長核准；進修部由進修部主任核准。

3. Three days (inclusive) or more, up to five days: Day programs approved by the Dean of Student Affairs; Continuing Education programs approved by the Director of the Continuing Education Division.

4. 超過五天須經校長核准。

4. Exceeding five days requires approval from the president.

(二) 集會假：各種慶典活動、集會、週會、導師時間，由學生事務處各權責單位核准。

(II) Assembly Leave: Various celebrations, assemblies, weekly meetings, and advisor meetings are approved by the relevant authorities of the Student Affairs.

二、境外生

2. International Students

(一)課業假：依本規則第三條各之規定，辦理請假。

(I) Academic Leave: The procedures of the applications according to the provisions of Article 3 of these regulations.

1. 一天由導師核准。

1. One day is approved by the advisor.

2. 二天由國際專修部主任核准。

2. Two days are approved by the director of the International Division.

3. 三天(含)以上五天以內，由國際長核准。

3. For three days (inclusive) up to five days, approval is granted by the director of International Affairs.

4. 超過五天須經校長核准。

5. Exceeding five days requires approval from the president.

(二) 集會假：國際合作及交流處所辦理之各項境外生之相關重要活動、集會等，由國際合作及交流處各權責單位核准。

(II) Assembly Leave: Various activities and gatherings related to international students organized by the Office of International Affairs shall be approved by the responsible authorities of the International Affairs.

第五條 除事假應以事前辦理為原則，其餘假別均須於發生日期之次日起七日內完成請假。特殊事故或案例日間部得經學生事務長、進修部得經進修部主任、境外生由國際長審核後專案處理。請假均應經核准並由日間部生輔組、進修部學務組、境外生由國際合作及交流處登錄系統始生效力，未經核准或未按規定辦理請假者概以曠課論。

Article 5: Except for personal leave, which should be applied for in advance, other types of leave must be applied for within 7 days starting from the day after the occurrence. Special cases may be handled on a case-by-case basis after review by the Dean of Student Affairs for day programs, the Director of the Continuing Education Division for continuing education programs, or the Director of International Affairs for international students. Leave applications must be

approved and recorded in the system by the Day Division Student Life Counseling Section, the Continuing Education Division Academic Affairs Section, or the Office of International Cooperation and Exchange for international students to be effective. Absences without approved leave or not following regulations will be considered unexcused absences.

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: If a student falsely reports a leave incident or submits false supporting documents, the submitted documents are proved to be the fraud after the investigation. Apart from being punished according to disciplinary measures, his / her deception will be treated as truancy.

第七條 本規則經學生事務委員會通過，陳請校長核定後公布實施，修正時亦同。

Article 7: These regulations are required to be granted by the Student Affairs Committee, submitted to the president for approval, and implemented upon promulgation. Amendments will be in accordance with procedures.