

National Taiwan Normal University

Student Leave Rules

Last amended on March 27, 2024

Article 1. Student leave requests shall be processed based on the rules herein.

Article 2. Student leave is classified into 8 categories: sick leave, menstrual leave, mental health leave, personal leave, bereavement leave, official leave, indigenous ceremonial leave, and maternity leave (including prenatal leave and nursing leave).

Article 3. Students requesting leave must inform the class instructor prior to or on the day of absence, fill out the online request form within 3 days (including holidays) from the next day following the day of leave, and submit the proof of evidence within 7 days (including holidays).

For students who are unable to submit leave requests online or those whose online requests are rejected by the reviewing office, they shall complete the leave request procedure in hard copies.

Those who fail to submit leave requests in time due to extraordinary circumstances shall apply for leave of absence within 14 days (including holidays) from the next day following the day of leave with reasons explained and relevant documentation attached.

Article 4. Authority for leave approval: Leaves within 2 days shall be approved by the student adviser; leaves over 2 days shall be approved by the head of the department/director of the graduate institute; leave requests for mid-term or final exams shall be approved by the class instructor or their proxies.

Article 5. The following proof of documentation shall be submitted along with the leave request to the approver for verification purposes depending on the type of leave requested:

1. Sick leave of three days or more: medical certificate issued by National Health Insurance-certified hospitals or clinics.
2. Menstrual leave: limited to one day per month; no documentation required.
3. Mental health leave: students experiencing mental distress can avail themselves of a mental health leave without the need for documentation; capped at five days each semester.
4. Personal leave of three days or more: relevant proof of documentation required.
5. Bereavement leave: students attending funerals of immediate family members, spouse, or siblings shall provide the death certificate or obituary.
6. Official leave:
 - (1) For those competing in international events on behalf of the country, appointed by the University to serve public duties or participate in various activities, attending rehearsals for end-of-semester student association public performances or presentations, or other activities approved by the University, relevant documentations including the official approval document shall be submitted.
 - (2) Military duty-related leaves require certificates provided by relevant military service

offices.

(3) Students injured while engaged in public activities or acts of righteousness can request leave by providing certificates from governmental bodies or documented public opinions.

7. Indigenous ceremonial leave: Students with indigenous status may apply for leave of absence to attend their tribal festivals/ceremonies according to the festival/ceremony schedules announced by the Executive Yuan's Council of Indigenous Peoples, along with their household registration transcript, household registration certificate, or proof of documentation issued by government agencies. This leave, considered official leave, is limited to three days per year.
8. Maternity leave: Students applying for maternity leave shall submit certificates provided by National Health Insurance-certified hospitals or clinics. Pregnant students are entitled to a total of 8 days of prenatal leave which can be applied on a non-consecutive basis but cannot be carried over to after childbirth. Students with infants under 3 years old may request a one-hour nursing leave for breastfeeding every morning and afternoon respectively.

Article 6. In principle, students shall not apply for a leave from mid-terms and final exams except for maternity leave, bereavement leave or injury leave leading to the inability to take the skill tests, hospitalization due to critical illness, or other unforeseeable and inevitable incidents. Students applying for leave from examinations on the above grounds shall apply for such leaves along with relevant documentation as per the rules in Article 5.

Article 7. An approved leave is considered an excused leave whereas an absence without prior request or approval is considered an unexcused leave. Provisions regarding excused and unexcused leaves are stipulated in NTNU Academic Regulations.

Article 8. If the reason for taking leave or the certificate is found to be fabricated, the absence will be considered an unexcused leave. In addition, the punishment will be imposed in accordance with the severity of the circumstances.

Article 9. The Rules and any amendments thereto become effective upon approval by the Student Affairs Council and ratification by the President.