

# CYCU Student Leave Application Rules

June 17, 2004 Passed by Meeting of Student Affairs in the school year of 2002  
April 24, 2008 Amended by Meeting of Student Affairs in the school year of 2007  
April 23, 2009 Amended at the Meeting of Student Affairs in the school year of 2008  
January 20, 2011 Amended at the Meeting of Student Affairs in the school year of 2010  
May 9, 2013 Amended by Meeting of Student Affairs in the school year of 2012  
Amended per the official letter under Yuan-Mi-Zi No. 1050002657 dated August 25, 2016  
December 30, 2020 Amended at the Meeting of Student Affairs at 1<sup>st</sup> semester in the  
school year of 2020

- Article 1. Any of CYCU's students who wishes to apply for leave with cause shall comply with the Rules.
- Article 2. CYCU's students who wish to apply for leave shall file the application online uniformly.
- Article 3. The application for leave by CYCU's students is categorized into the following four types:
1. Ordinary leave
  2. Registration leave
  3. Examination leave
  4. Maternity leave
- Article 4. Ordinary leave
1. Where it is impossible for any student to attend class or the assembly as required with cause, he/she shall apply for the leave in advance, unless it is sick leave. The student who is absent without applying for the leave or after his/her application for leave is rejected shall be held taking unexcused absence or absent from class without justified reason. The application for sick leave shall be attached with a valid certificate of diagnosis. The application for menstruation leave for one (1) day (there shall be more than twenty-five (25) days between two applications, if any) shall be requested online on the same day and no proof is required. The application for sick leave/menstruation leave for more than one (1) day shall be attached with the certificate of diagnosis issued by a hospital. The application for personal leave (including marriage/funeral leave, etc.) shall be attached with the documents bearing the signature/seal entered by the student's parent or guardian, or related supporting documents; otherwise, the application shall be rejected.
  2. The application for ordinary leave for no more than three (3) days (inclusive) shall be filed in the following manners: The student shall file the application online and then log into the online search system to verify whether the application is recorded, and shall also submit the relevant facts and proof to the department military instructor for online approval.
  3. The application for leave more than three (3) days (exclusive) shall be filed online. Then, the student shall print out the application form to be approved by the specific faculty and signed by the department military instructor for online registration, and the application is held completed.
  4. Application for group leave (including administrative and academic activities and student club events): The responsible person of such activity/event (convener) shall print out the related certificate form online, and file the application with the department military instructor upon completion of the certification procedure. The application shall be held as completed after the department military instructor grants his/her approval online.

5. The student may apply for ordinary leave in the following manners:
  - (1) The leave for no more than three (3) days (inclusive) shall be subject to approval of the department military instructor authorized by the Office of Student Affairs, and notified to the advisor and department chair.
  - (2) The leave for more than three (3) days but less than five (5) days (inclusive) shall be subject to the approval of the department military instructor at the stage of primary review, and notified to the advisor, department chair and related unit, and subject to the approval of the Chief of Student Advising Division finally.
  - (3) The leave for more than five (5) days but less than seven (7) days (inclusive) shall be endorsed by the department military instructor, advisor, department chair, related unit and the Chief of Student Advising Division, and approved by the Deputy Dean of Student Affairs finally.
  - (4) The leave for more than seven (7) days shall be endorsed by the department military instructor, advisor, department chair, related unit and the Chief of Student Advising Division, and approved by the Dean of Student Affairs finally.
  - (5) After said applications for leave are completed and approved, the department military instructor shall endorse and register the same online, and then the leave application system sends the notice to the instructor, advisor and department chair. The written application forms for the leave shall be kept by the Student Advising Division for record.

Article 5. Registration leave: The student who fails to complete registration in school as scheduled due to critical illness, marriage or funeral shall apply for the leave online, print out the written application form and attach the written certificate thereto which refer to the certificate of diagnosis issued by a public or teaching hospital in the case of sick leave, or the related documents in the case of marriage or funeral leave. The application for registration leave shall be endorsed by the department military instructor, advisor and department chair and then subject to the approval of the Chief of Student Advising Division. The leave may be deferred, if necessary, provided that it shall not be deferred for no more than two (2) weeks as of the date of registration. The overseas Chinese student who fails to complete the registration as scheduled due to visa problem may be exempted from the application for leave. After the leave is approved, the department military instructor shall endorse and register the same online, and the Curriculum and Registration Division of the Office of Academic Affairs shall complete the retrospective registration procedure. The written application forms for the leave shall be kept by the Student Advising Division for record.

Article 6. Examination leave (mid-term examination, final examination and graduation examination): A student who fails to attend any examination due to critical illness, bereavement or accidental injury and official leave shall file an application for leave online and print out the written application form. In the case of sick leave, a certificate of diagnosis issued by a regional hospital (or above) or related proof shall be required. The application for examination leave shall be endorsed by the department military instructor, instructor, the Health Service Division (not required if the cause of leave is not illness), advisor, department chair and the Chief of Student Advising Division, and subject to the approval of the Dean of Student Affairs finally. An application for examination leave on the grounds of illness shall be filed in advance. Where it is impossible to file the application in advance for any acute illness, the student shall report the cause to the department military instructor (military instructor on duty) via phone at first; otherwise, no application for such leave will be permitted. Then, the application shall be filed online within one (1) week after the examination. After leave is approved, the department military instructor shall endorse and register the same online, and the leave application

system shall send the notice to the relevant instructor. The written application forms for the leave shall be kept by the Student Advising Division for record.

Article 7. Maternity leave:

1. Maternity leave: The student who needs long-term recuperation after she was in labor may apply for the maternity leave for eight (8) weeks.
2. Miscarriage leave: The student who has a miscarriage after more than 5-month pregnancy may be granted the miscarriage leave for six (6) weeks. The student who has a miscarriage after more than 3-month but less than 5-month pregnancy may be granted the miscarriage leave for three (3) weeks. The student who has a miscarriage after less than 3-month pregnancy may be granted the miscarriage leave for two (2) weeks.
3. Parental leave: The student who needs to breast her toddler under three years old may be granted the parental leave for no more than 3 years.

All of said leave types include regular days off and holidays. The applications referred to in the preceding paragraph shall be attached with related proof; otherwise, they will not be permitted.

Article 8. The student's application for leave shall comply with the following requirements:

1. The application for personal leave shall be filed in advance. Unless in the event of serious contingency, where it is impossible to apply for personal leave in advance due to any special causes, the student shall apply for the leave via phone or letter on the same day. In the case of the sick leave, the student shall complete the leave application procedure on the ground of valid certificates within three (3) days pursuant to the relevant requirements; otherwise, no application for such leave will be permitted.
2. The student who is absent from class or assembly after his/her application for leave is rejected shall be held never filing the application for leave.
3. Where it is necessary for the student to renew the leave upon expiration of the leave of absence, he/she shall supplement the certificate for the renewal of leave as required to apply for renewal of the leave.
4. The date of the written application form for leave or renewal of leave shall refer to that identified in the postmark.
5. Where there is any test (other than mid-term examination, final examination or graduation examination) during the student's leave, the student shall file an application for leave online and print out the written application form after specifying "test during leave" therein. The application shall be endorsed by the instructor, and then submitted to the department military instructor, so that the department military instructor may endorse and register the same online.

Article 9. The student who needs to be hospitalized for long-term therapy due to critical illness may be granted the leave for four (4) weeks. Where the student is still not recovered upon expiration of the leave and, therefore, needs to renew the leave, he/she may be granted further leave for no more than two (2) weeks. The student who gets married or suffers from bereavement of any lineal relative may apply for marriage/funeral leave for no more than two (2) weeks.

Article 10. The student's application for official leave shall comply with the relevant requirements. The official leave is defined as following:

1. Participate in a competition or event on behalf of the country.
2. Selected to participate in extramural or school-wide official activities or competitions on behalf of the school.
3. Selected to attend various meetings of the school.

4. Required to perform military duty, and other duties required by governments.
5. Support the school's affairs and activities upon approval of 1st-level units.
6. Apply for leave for indigenous people's ceremony in the capacity of indigenous people.

Article 11. The total hours of any student's leave of absence, irrelevant with sick leave or official leave, shall be no more than 1/3 of the total teaching hours throughout one semester. Where the student is absent from class without justified cause or takes unexcused absence from class, or applies for excessive leave, he/she shall be disciplined in accordance with CYCU's School Regulations.

Article 12. Where the reasons of leave and certificates submitted by the student who applies for leave are proven to contain fabricated or false statements, the student shall be held taking unexcused leave of absence from class on the absent days, and shall be disciplined in accordance with CYCU Student Rewards and Disciplinary Regulations, subject to the circumstances. The person who applies for the leave on behalf of the student, if any, shall be disciplined jointly and severally.

Article 13. The Rules are passed by the Meeting of Student Affairs, and shall be promulgated and enforced by the President. The same shall apply where the Rules are amended.