

# National Yang Ming Chiao Tung University Regulations on Student Leave

Approved at the Student Affairs Meeting of the 2020–2021 Academic Year at National Yang Ming Chiao Tung University on May 3, 2021

Approved at the Student Affairs Meeting of the 2023–2024 Academic Year at National Yang Ming Chiao Tung University on December 14, 2023

## 1. Types of leave:

- (1) Sick leave (including outbreak prevention leave)
- (2) Personal leave
- (3) Bereavement leave
- (4) Official leave
- (5) Maternity (paternity) leave
- (6) Menstrual leave
- (7) Marriage leave
- (8) Indigenous ceremonial leave

### **(9) Mental health leave**

## 2. Leave regulations:

- (1) For all types of leave except menstrual leave and **mental health leave**, relevant proof must be submitted. **However, during examination periods, leave shall be handled in accordance with Subparagraph 3, Paragraph 1, Article 3, of the National Yang Ming Chiao Tung University Regulations on Student Leave (hereinafter the Regulations).**
- (2) Applications for leave, excluding applications for sick leave and maternity (paternity) leave, shall be submitted for approval in advance. If a student cannot do so beforehand because of special circumstances, they shall complete the application procedure within three days following their final day of absence.
- (3) Students who cannot apply for sick leave may entrust another student to do so.
- (4) To apply for official leave, relevant documentary proof, such as photocopies of official documents approved by the competent authority, must be submitted. Upon approval, the duration of official leave shall be deemed as normal attendance.
- (5) Students are entitled to one day of menstrual leave every month.
- (6) To apply for indigenous ceremonial leave, a household registration transcript or a notice from the government specifying the date of each indigenous group's ceremonies must be submitted. Students are entitled to one day of indigenous ceremonial leave for each indigenous group.

### **(7) Students who experience difficulties attending classes because of reasons related to psychological or mental health may apply for mental health leave.**

## 3. Leave procedure and authority to approve leave:

- (1) Leave applications shall be submitted through the Student Leave Management System or by using the Student Leave Form **under special circumstances**. An applicant shall specify details such as the duration of leave and the reasons for leave in the form, attach supporting documents, and obtain the approval of their course instructor. Applications for 7 or fewer days of leave shall be approved by the Department Chair; applications for 8 or more days of leave shall be approved by the Dean of Student Affairs.
- (2) **Applications for mental health leave may be directly submitted through the Student Leave Management System and shall be filed for reference by the 1st and 2nd Divisions of Student Assistance; the Student Leave Management System shall automatically issue a letter of notification to a student's mentor and course**

instructor to ensure that the student receives proper support. If necessary, the student shall be referred to the Mental Health and Counseling Center, where they can receive care and assistance from psychologists. If a student applies for mental health leave for the second time in a semester or applies to take more than two days off to address mental health needs, the Student Leave Management System shall issue a letter of notification to the Mental Health and Counseling Center regarding follow-up care.

- (3) Students are generally not allowed to take leave during the midterm and final exam periods of the university. However, exceptions may be made for a student who cannot attend an exam because of a severe illness, emergency, or unforeseen contingency. In such cases, students must provide relevant supporting documents when submitting their leave application.**

**The course instructors and the director of an academic unit have the authority to approve applications to take leave during the midterm and final exam period.**

**(4)** After a leave approval is granted, the Student Leave Management System automatically issues a letter of notification to the student applicant and their course instructor, mentor, and department chair.

**(5)** Students who apply for leave by using the Student Leave Application Form shall submit their approved application to the **1st and 2nd Divisions of Student Assistance** for registration within three days. Failure to do so will result in a truancy record.

4. If a student returns to school before the end of their approved leave period, they may cancel their remaining leave at the **1st and 2nd Divisions of Student Assistance**. If a student is absent from school without following the proper leave procedure or without receiving approval for their leave application, this situation shall result in a truancy record.

5. The Regulations and any amendments thereto shall take effect upon their approval at a Student Affairs Meeting.