

# 國立中央大學學生請假規則

## National Central University Regulations for Student Leave

民國86.01.14學務會議修正通過

民國93.03.30學務會議修正通過

民國98.03.24學務會議修正通過

民國100年6月14日99學年度第2次學務會議修正通過

民國101年11月30日101學年度第1次學務會議修正通過

民國103年6月6日102學年度第2次學務會議修正通過

民國111年10月28日111學年度第1次學務會議修正通過

民國112年6月2日111學年度第3次學務會議修正通過

民國113年6月7日112學年度第2次學務會議修正通過

民國114年12月19日114學年度第1次學務會議修正通過

**第一條** 依據本校學則第四章之規定，訂定本學生請假規則。

Article 1 The Regulations for Student Leave are established in accordance with Chapter four of the Academic Regulations of the School.

**第二條** 學生請假之假別分為病假、事假、公假、喪假、產假（陪產假）、生理假、心理假、婚假八種。

Article 2 There are eight types of leave for students to ask for leave: sick leave, personal leave, official leave, bereavement leave, maternity leave (including paternity leave), menstrual leave, mental health day and marriage leave.

**第三條** 請假應依假別檢附下列證明：

- 一、病假：四日以上者，應檢附醫療(院)證明(收據或其他足以證明之文件)。
- 二、事假：四日以上者，未成年學生須有家長或監護人函件或其他相關證明。
- 三、公假：
  1. 代表學校者或辦理全校性活動經輔導單位人員及主管簽核之公假證明。
  2. 有關兵役事項，有兵役單位之證明文件者。
  3. 具原住民族身分之歲時祭儀三日假(依行政院原住民族委員會公告之所屬族群歲時祭儀日)，須檢附戶籍謄本、戶口名簿或政府機關所開具之證明文件。
- 四、喪假：學生或其配偶之直系親屬及學生之同胞兄弟姊妹喪葬，應檢附死亡證明或訃聞。
- 五、產假：應檢附醫院證明或出生證明，陪產假另須檢附身分證影本或足資證明關係之文件。
- 六、生理假：因生理期致上課有困難者，每月得請生理假一日且無須出示證明。
- 七、心理假：因心理不適致無法上課者，得請心理假，無需檢附證明文件。惟學期考試期間不得請心理假，且每學期以五日為限。
- 八、婚假：需檢附請柬或戶政機關登記證明。

Article 3 Following certificates are required for request of leave:

1. Sick leave: the medical (hospital) certificate (receipt or other proof as sufficient) is required for sick leave more than 4 days.
2. Personal leave: minor students must have the approval of their parents or legal guardian or relevant supporting certificates for personal leave more than 4 days.

3. Official leave :
  - (1) The certificate of official leave for representing the school or handling school activities signed by counseling unit personnel and chief.
  - (2) For matters regarding military service, the certificate issued by military unit is required.
  - (3) The transcript of household registration, household registry or certificate issued by governmental agency is required for student with indigenous status taking indigenous ceremonial holiday leave (based on the indigenous ceremonial holiday announced by Council of Indigenous Peoples, Executive Yuan).
4. Bereavement leave: the death certificate or obituary should be attached to the funeral leave due to the passing away or funeral service of their spouse, lineal relative(s), sibling(s).
5. Maternity leave: the hospital certificate or birth certificate is required. For paternity leave, the copy of ID card or proof as sufficient is required.
6. Menstrual leave: Those who have difficulties in attending classes due to menstrual periods may apply for a menstrual leave for a maximum of 1 day per month. And no certificate is required.
7. Mental health leave: Those who are unable to attend classes due to psychological discomfort can take mental health day without submitting supporting documents, but they are not allowed to apply for make-up exams, and each semester is limited to five days.
8. Marriage leave: The invitation or certificate of household registration office should be attached.

#### 第四條 准假權責及層次劃分：

- 一、三日內由導師核准。
- 二、七日以內由系主任核准。
- 三、八日以上由學務長核准。
- 四、請假單送出前應預先向任課教師請假(因病無法於上課前向任課教師請假，應依第五條第一項第三款於請假最後一天次日起算一週內提出請假申請)。
- 五、公假須先經由主辦(派遣)單位主管簽核同意。
- 六、國際學生(含僑生、外籍生、交換生等)，請假四日以上應先經國際事務處核備。

#### Article 4 Permission of school authority:

1. The approval of class teacher for leave less than three days.
2. The approval of chair of department for leave less than seven days.
3. The approval of dean of academic affairs for leave more than eight days
4. Before submitting the leave request form, students should first seek approval from the course instructor. (If unable to request leave from the instructor before the class due to illness, the leave request should be submitted within one week starting from the day after the last day of absence, in accordance with Article 5, Section 1, Clause

3.)

5. The official leave must have approval of head of host (assign) unit in advance.
6. The application of international student (including, overseas Chinese student, foreign students, exchange students etc.) for leave more than four days shall acquire the approval of international affairs office first.

**第五條 請假手續：**

- 一、學生請假應事先至學生請假系統辦理，必要時得委託他人代辦。
- 二、請假應依第三條規定檢附證明文件上傳至學生請假系統。
- 三、因特殊事故未能事先至學生請假系統提出請假申請，應於請假最後一天次日起算一週內提出。

學生因公、懷孕、分娩、重病、近親喪故或臨時發生不可抗拒之變故，而不能參加學期考試者，須依第三條規定提出請假申請，並會教務處，方得申請補考。

**Article 5 Leave request procedures:**

1. Students should take the leave on the student leave application system. If necessary, they can entrust others to do it on their behalf.
2. While applying for leave, applicants should attach supporting documents and upload them to the student leave application system in accordance with Article 3.
3. Due to exceptional circumstances, if a student is unable to submit a leave request in advance through the student leave system, the request should be submitted within one week starting from the day after the last day of absence.

Only the students who are unable to take the semester exam due to business, pregnancy, childbirth, serious illness, bereavement of close relatives, or irresistible accidents can take a make-up exam. Those students who are aforementioned types of leave should follow the designate procedure and obtain the approval from the Office of Academic Affairs before taking the make-up exam.

**第六條 本辦法經學務會議通過後公布施行，修正時亦同。**

**Article 6 This regulation would be implemented after promulgating upon the approval of student affairs meeting, which also applied to the revision.**