

## Regulations for Student Leave at Yuan Ze University

- 85 Academic Year 1st Student Affairs Guidance Committee Meeting Passed on 13 Aug 1996
- 86 Academic Year 2nd Student Affairs Guidance Committee Meeting Amendment Passed on 05 Jun 1998
- 87 Academic Year 1st Student Affairs Guidance Committee Meeting Amendment Passed on 05 Nov 1998
  - 91 Academic Year 3rd Student Affairs Meeting Amendment Passed on 09 Apr 2003
  - 92 Academic Year 1st Student Affairs Meeting Amendment Passed on 29 Oct 2003
- 92 Academic Year 5th Student Affairs Meeting Amendment Passed on 26 May 2004
- 96 Academic Year 2nd Student Affairs Meeting Amendment Passed on 16 Jan 2008
- 99 Academic Year 2nd Student Affairs Meeting Amendment Passed on 01 Oct 2010
- 102 Academic Year 3rd Student Affairs Meeting Amendment Passed on 14 May 2014
- 106 Academic Year 2nd Student Affairs Meeting Amendment Passed on 21 Dec 2017
- 108 Academic Year 5th Student Affairs Meeting Amendment Passed on 25 Mar 2020
- 112 Academic Year 2nd Student Affairs Meeting Amendment Passed on 04 Oct 2023

Clause I To foster self-discipline and self-respect among Yuan Ze University students, and to consider those unable to participate in coursework due to significant incidents or illnesses, these regulations are hereby established to govern leave applications.

Clause II Types of Leave:

- I Personal Leave: For weddings, celebrations, or general personal matters, registration in the leave system is required within one week prior.
- II Sick Leave: Must be registered in the leave system within one week before or after the sick day.
- III Maternity Leave: For pregnancy, childbirth, or miscarriage, leave must be registered in the leave system within one week before or after the leave day, along with submission of a hospital certificate or birth certificate. After childbirth, 56 days of maternity leave are granted. For miscarriages after 3 months of pregnancy, 28 days of maternity leave are granted; for miscarriages before 3 months of pregnancy, 7 days of maternity leave are granted. Leave days for the above categories include weekends.
- IV Menstrual Leave: Female students experiencing difficulty attending classes due to menstruation may take one menstrual leave per month (with a minimum interval of 25 days between each leave), without a need of proof, to be registered within a week after the leave.

- V Mental Health Leave:
  - i Students experiencing psychological or mental discomfort affecting class attendance may apply without proof, to be registered within a week after the leave day. Limited to 3 days per semester.
  - ii If leave totals 2 days within a semester, the advisor is notified for priority attention, with possible referral to the Student Affairs Office's Life Guidance Section if necessary.
  
- VI Bereavement Leave: In the event of the death of a blood relative within the second degree of kinship, leave may be applied for with a death certificate, limited to 10 days within a hundred-day period, to be registered within a week before or after the leave.
  
- VII Official Leave: Must be registered within a week in advance.
  - i Appointed as a representative for school in external or intercollegiate formal events or competitions, relevant proof from the organizing unit must be attached.
  - ii Appointed to attend any level of school meetings, notification proof must be attached.
  - iii Appointed to assist in significant school events, proof from the head of the appointing unit must be provided.
  - iv For military service-related matters, proof from the military service unit must be provided.
  - v For indigenous people conducting tribal rites (as announced by the Council of Indigenous Peoples), a household registration transcript or an official document must be attached.

### Clause III Approval Process

- i Leaves of 1 to 2 days are to be registered and approved by the students themselves for record.
- ii For official leave and leaves exceeding 3 days (inclusive), besides self-registration, proof must be submitted to the Life Guidance Section within three days after registration for approval. Failure to submit required documents within the stipulated period will result in disapproval of leave.
- iii Once leave is approved, the leave system will notify relevant instructors and students via email.
- iv In cases of emergencies where prior leave is not feasible, proof must be submitted to the Life Guidance Section within one week after the incident.

Clause IV Respecting the autonomy of instructors in educational activities, students unable to participate in coursework must register their leave honestly in the system and notify the instructors, who have the authority to decide on the leave and its impact on academic performance.

Clause V If leave applications and proof documents are found to be fabricated or untrue, they will be handled according to the severity of the situation in accordance with student disciplinary regulations and processing procedures.

Clause VI For leave during semester exams, in addition to registering in the leave system, proof documents must be submitted for approval by the teaching instructor before further arrangements for make-up exams can be made.

Clause VII Matters not covered by these regulations shall be handled in accordance with the school regulations.

Clause VIII These regulations shall be implemented following approval by the Student Affairs Meeting, and the same applies to amendments.