

Regulations Related to Absence for Students at Yuan Ze University

08.13.1996 Ratified in the 1st Student Affair Instructing Committee meeting of academic year 1996
06.05.1998 Revised and ratified in the 2nd Student Affair Instructing Committee meeting of academic year 1997
11.05.1998 Revised and ratified in the 1st Student Affair Instructing Committee meeting of academic year 1998
04.09.2003 Revised and ratified in the 3rd Student Affair Instructing Committee meeting of academic year 2002
10.29.2003 Revised and ratified in the 1st Student Affair Instructing Committee meeting of academic year 2003
05.26.2004 Revised and ratified in the 5th Student Affair Instructing Committee meeting of academic year 2003
01.16.2008 Revised and ratified in the 2nd Student Affair Instructing Committee meeting of academic year 2007
03.25.2019 Revised and ratified in the 5nd Student Affair Instructing Committee meeting of academic year 2019

Clause 1 This set of details is established to cultivate a sense of discipline and self-respect in YZU students and take into consideration that some students may not be able to attend classes or have to be absent to take care of important matters.

Clause 2 Types of Absence:

- I. Business leave: The students who need to be absent from school for attending a wedding, a funeral, and some celebration event, taking care of general businesses, attending school-assigned activities or dealing with their military service matters have to ask for such a leave one week in advance through the on-line system.
- II. Sick leave: When students are sick, they have to ask for such a leave of absence within one week of their sickness through the on-line system.
- III. Maternity leave: The students who are pregnant, have a baby or have a miscarriage have to ask for such a leave of absence within one week of their sickness through the on-line system.
- IV. Menstrual Leave: Female students who have difficulties attending classes due to their menstrual cycle are entitled to take one day of menstrual leave per month (with at least a 25-day interval between two consecutive leaves). No proof is required, and the leave should be recorded in the leave system within one week after the menstrual leave.
- V. Bereavement Leave: In the event of the death of immediate family members up to the second degree of consanguinity, students may apply for bereavement leave with a funeral notice or death certificate. The maximum cumulative leave days for each case are 10 days within a period of 100 days. The leave should be recorded in the leave system

within one week before or after the leave days.

VI. Official Leave: Must register in the leave system within one week in advance.

- (1) Students who are selected to represent the school in official external or inter-school activities or competitions should submit relevant certification documents issued by the respective organizations.
- (2) Students who are selected to attend school-level meetings should submit proof of the meeting notification.
- (3) Students who are selected to support major on-campus events should submit certification documents issued by the appointing authority at the department level.
- (4) For military service matters, certification documents from the military service unit should be submitted.
- (5) For individuals of indigenous ethnicity participating in traditional tribal rituals (according to the designated days of tribal rituals announced by the Executive Yuan Indigenous Peoples Commission), household registration transcripts or household rosters, along with certification documents issued by government agencies, should be submitted.

Clause 3 Approval Procedures:

- I. The leave ranging from one to two days will be registered by the students themselves and checked by the system.
- II. The leave of more than three days (including three days) will require students' on-line registration themselves as well a visit to the Life Consultation Office to deliver the related documents (or mailing in the documents via registered mail) to receive the approval from the authority.
- III. Once the leave of absence is approved, the system will notify the instructor as well as the student regarding such a leave of absence.
- IV. If the student fails to arrange the leave of absence in advance because of some unexpected event, the students can prepare the documents of proof within a week after the event is finished to bring to the Life Consultation Office to complete the required procedures.

Clause 4 Based on the autonomy that each instructor has in his/her teaching activity, if the students are not able to take part in the learning, the students have to register their leave of absence on-line honestly. Moreover, the instructor has to be notified. Then the instructor reserves the right to determine how the absence will affect the student's performance in the class.

Clause 5 If the application of a leave of absence and the documents of proof are found to be fake, the students will be punished based on the severity of the

incident. The matter will be handled according to the student's discipline and norms.

Clause 6 For requesting leave during the semester exams, in addition to registering in the leave system, supporting documents must be provided. After obtaining approval from the course instructor, further arrangements for makeup exams may be processed.

Clause 7 If there are any matters not covered by these rules, they shall be handled in accordance with the provisions of the academic regulations

Clause 8 This set of details is ratified in the Student Affair Committee meeting before implementation. All amendments require the same procedures.