

University of Kang Ning

Regulations for Student Leave of Absence

Stipulated by the Administrative Meeting on September 14, 2015

Stipulated by the University Meeting on September 22, 2015

Article 1 The Regulations for Student Leave of Absence is stipulated to guide students so that their academic study is not affected by unauthorized leave.

Article 2 If a student is unable to attend a class, assembly or other learning activity due to any reason, he or she must complete request leave of absence prior to the absence. In case of an emergency, the student must complete the request leave of absence within three days (excluding weekends and holidays) after the absence.

Article 3 Categories of student leave of absence include: personal leave, sick leave, menstrual leave, marriage leave, maternity and related leave, mourning (funeral) leave, official leave, leave of dormitory for dormitory residents.

(1) Personal leave:

A student who must take a personal leave must provide supporting document signed by his or her parent or guardian and must complete the request according to the procedures.

(2) Sick leave

A student who needs to take a sick leave should provide a medical certificate. A student who is absent for 3 or more days, or who is admitted to the hospital for treatment, should provide the supporting documents.

(3) Menstrual leave

A student who does not feel well due to menstruation can take a menstrual leave 1 day each month.

(4) Marriage leave

A student is allowed to take a marriage leave with the submission of a parent/guardian signed document and the student's wedding invitation or certificate.

(5) Maternity and related leave

a. A student may apply to take a prenatal care leave for up to 8 days, which can be taken in separate segments. After giving birth, the student can request a maternity leave of up to 8 weeks (including weekends and holidays). Should a miscarriage occur to a student after

5 months of pregnancy, the student is eligible for up to 8 weeks of leave. Should a miscarriage occur after 3 months of pregnancy, the student is eligible for 4 weeks of leave. Should the miscarriage occur prior to 3 months of pregnancy, the student is eligible for 3 weeks of leave. A student who applies for maternity leave must provide a birth certificate as the supporting document. A student who applies for a miscarriage leave must provide a diagnosis certificate from the hospital as the supporting document.

- b. A student whose spouse has given birth is eligible for 3 days of leave. A birth certificate is required as the supporting document for request of leave.
- c. A student who needs to take a leave for reasons not listed above should seek special permission and approval from the President.

(6) Mourning (Funeral) leave

A student may take a morning (funeral) leave for the death of a relative and must provide a death certificate or obituary as the supporting document. For the death of one's mother, father, spouse, or child, the student is eligible for 7 days of morning leave. For the death of grandparents, the student is eligible for 3 days of leave.

(7) Official leave

A student who is appointed by the university to perform certain tasks or to represent the university in tournaments, or who is to take national examinations, or who is to attend to military matters or court hearings, must provide the supporting documents in order to request for approval of leave. If a group of students need to take a leave, the advisor or sponsoring university office must apply for the approval of leave for all students at a time. In case of an emergency, the request for leave must be completed within 5 days after the leave. If the request is not completed within 5 days, students will be considered unexcused from the classes.

(8) Leave of dormitory for dormitory residents

Leave of dormitory for dormitory residents is carried out according to the Regulations of Student Dormitory Management.

(9) Students will not receive student conduct point deduction for approved leave of menstrual leave, marriage leave, maternity and related leave, morning (funeral) leave and official leave; the approval of these leaves will also not be counted towards the number of missed class periods.

(10) A student who wishes to change the attendance record should complete a student report within 10 days and upon approval of the course

instructor, he or she should submit the request to the Division of Student Guidance of the Office of Student Affairs. No request for change will be accepted after the required period.

Article 4 Request for leave of absence must be completed within the following period:

- (1) 3 days for day program students.
- (2) 7 days for evening (including in-service) program students.
- (3) The above mentioned period does not include weekends and holidays.

Article 5 The procedure and approval for the leave of absence request is as follows:

- (1) President and Vice President: 7 days and above.
- (2) Dean and Deputy Dean of Student Affairs: 4 to 6 days.
- (3) Chair of the Department or Head of the Division of Student Guidance: 3 days.
- (4) Guiding Military Instructor: 2 days.
- (5) Advisor: 1 day.
- (6) Request for leave due to off-campus internship is carried out according to Regulations for Off-campus Internship.

Article 6 Procedure for leave of absence request:

- (1) A student must file request for leave of absence online within the required period and must provide the supporting documents. A student must then complete the Leave of Absence Form at the Division of Student Guidance of the Office of Student Affairs. The request for leave is complete only after the request has been approved.
- (2) A student who has failed to complete the request for approval of leave within the required period or who has failed to provide the supporting documents will be considered missing class without authorization.

Article 7 Special regulations:

- (1) A student cannot request for leave of absence on the phone. If there is an emergency, the student can inform his or her advisor first, and must later provide evidence to request for approval of leave.
- (2) A student who does not attend an assembly or event listed on the academic calendar without an approval, will be considered absent from an important meeting. Necessary procedures will be taken according to the Regulations of Student Reward and Penalty.
- (3) A student needs to complete the Request of Leave Form and complete the procedure according to the regulations. A student cannot seek permission for a leave after the required period or seek permission from faculty or staff who does not have the authority to approve the leave.
- (4) A student is not allowed to ask for a leave of absence on short notice

during the exam period. In the case of an unforeseeable circumstance or force majeure, the student should inform his or her advisor, the Curriculum Division of the Office of Academic Affairs, and the Student Guidance Division of the Office of Student Affairs; and provide the supporting documents to the Student Guidance Division to complete the request of approval for leave. The student should contact the Division of Curriculum Division for a make-up exam.

- (5) For a student who is put on detention or guidance program for absence, his or her request for approval of leave will be treated as personal leave when the student completes campus service.

Article 8 Point deductions for leave of absence are calculated according to the Regulations for Evaluating Student Conduct.

Article 9 A student who has missed more than one third of the class periods for a course is not allowed to take the final exam for the course and will receive 0 as the final grade for the course.

Article 10 A student who has missed more than one third of the class periods for the entire semester is suspended from the university.

Article 11 The Regulations for Student Leave of Absence and any amendments thereto shall come into effect after being approved by the Student Affairs Meeting and the President.