

National Central University Regulations for Student Leave

Approved by the Student Affairs Council on January 14, 1997.

Approved by the Student Affairs Council on March 30, 2004.

Approved by the Student Affairs Council on March 24, 2009.

Approved by the 2nd Student Affairs Council Meeting of the 2010 Academic Year on June 14, 2011.

Approved by the 1st Student Affairs Council Meeting of the 2012 Academic Year on November 30, 2012.

Approved by the 2nd Student Affairs Council Meeting of the 2013 Academic Year on June 6, 2014.

Approved by the 1st Student Affairs Council Meeting of the 2022 Academic Year on October 28, 2022.

Approved by the 3rd Student Affairs Council Meeting of the 2022 Academic Year on June 2, 2023.

Approved by the 2nd Student Affairs Council Meeting of the 2023 Academic Year on June 7, 2024.

Approved by the 1st Student Affairs Council Meeting of the 2025 Academic Year on December 19, 2025.

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

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.

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.

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.

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.

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