

國立成功大學學生請假辦法

National Cheng Kung University Regulations for Student Leave of Absence

94年12月16日94學年度第1次學生事務會議通過
Approved by the 1st meeting of the Student Affairs Council in the 2005-06 academic year on Dec. 16, 2005
95年05月12日94學年度第2次學生事務會議修訂通過
Amended by the 2nd meeting of the Student Affairs Council in the 2005-06 academic year on May 12, 2006
96年12月28日96學年度第1學期學生事務會議修訂通過
Amended by the Student Affairs Council in the fall semester of the 2007-08 academic year on Dec. 12, 2007
97年05月30日96學年度第2學期學生事務會議修訂通過
Amended by the Student Affairs Council in the spring semester of the 2007-08 academic year on May 30, 2008
100年05月20日99學年度第2學期學生事務會議修訂通過
Amended by the Student Affairs Council in the spring semester of the 2010-11 academic year on May 20, 2011
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Amended by the Student Affairs Council in the fall semester of the 2023-24 academic year on Dec. 22, 2023

第一條 國立成功大學（以下簡稱本校）為規範學生請假事項，依據本校學則第九條規定，訂定本辦法。

Article 1 These Regulations are established by National Cheng Kung University (NCKU) to administer applications submitted by students for leave of absence in accordance with Article 9 of National Cheng Kung University Academic Regulations.

第二條 學生請假事項，依本辦法辦理。

學生缺席或曠課，扣所缺科目學業成績、補考或退學事項，依本校學則辦理。

學生全學期曠課三小時以上，扣操行成績分數事項，依本校學生操行成績實施辦法辦理。

Article 2 Students shall comply with these Regulations to process their applications for leave of absence.

Academic issues such as course grades, make-up examinations or dismissal resulting from absence or truancy shall be administered according to National Cheng Kung University Academic Regulations.

More than three hours of truancy in one semester shall result in point reduction in conduct grade according to NCKU Regulations for the Administration of Student Conduct Grades.

第三條 學生請假假別，分為病假、事假、公假、喪假、產假(含產前、分娩、哺育及陪產假)、生理假、器官捐贈假(含骨髓、器官)及心理調適假。

Article 3 Students may apply for the following types of leaves: sick leave, personal leave, official leave, bereavement leave, maternity leave (including prenatal care, postnatal care, baby nurturing, and paternity leave), menstrual leave, leave for organ donation (bone marrow or organ), and mental health leave.

第四條 學生請假，除病假、生理假及心理調適假外，應事先提出申請。

學生因重病或臨時發生緊急、重大不可抗拒之變故，應於請假最後一天次日起算五天內，提出請假申請。學生應先以電話、書信或委託他人等方式，向授課老師報備；因故無法與授課老師取得聯絡者，亦得向導師或系主任（所長或學位學程主任）報備。學生未依規定請假，或請假未經核准而缺席者，以曠課論。

Article 4 Applications for leave of absence, except an application for sick leave, menstrual leave or mental health leave, should be submitted for approval in advance of the leave.

In case of severe illness, emergency, or unforeseen contingencies, students will be allowed to complete an application for leave within 5 days from the last day of the leave. However, they are required to inform their instructors in advance by phone, by mail or by proxy.

Should they fail to contact their instructors, they are required to report the leave to their advisors or department chair (director of the graduate institute or the program).

Those who fail to complete their leave application according to these Regulations or who fail to receive approval for their application shall be counted absent.

第五條 病假、事假、喪假、產假(含產前、分娩、哺育及陪產假)、器官捐贈假(含骨髓、器官)之請假核准程序如下：

一、請假日數二天以內：由授課老師核准。

二、請假日數三天(含)以上：由授課老師及系主任（所長或學位學程主任）核准。公假之申請，由系主任(所長或學位學程主任)核准。行政單位因公派遣學生出任公務，經該單位主管核准後，學生應向授課老師報備。

生理假之申請，逕送學生事務處生活輔導組備查。

心理調適假之申請，逕送學生事務處生活輔導組備查，並依第七條第八款之規定辦理。學生請假經核准後，應送學生事務處生活輔導組備查。

Article 5 Applications for sick leave, personal leave, bereavement leave, maternity leave (including prenatal care, postnatal care, baby nurturing, and paternity leave), menstrual leave, and leave for organ donation (including bone marrow or organ) shall be processed as follows:

1. No more than two days: Applications shall be approved by course instructors.

2. Three or more days: Applications shall be approved by course instructors and the department chair (or director of the graduate institute or the program).

Applications for official leave shall be approved by the department chair (or director of the graduate institute or the program). Applications for official leave by students who are assigned by an administrative unit to perform public duties shall be approved by the chief of the unit, and course instructors shall be informed of the leave by the applicant.

Applications for menstrual leave, which are exempted from approval procedures prescribed in the preceding Rules 1 and 2, shall be submitted to the Student Assistance Division under the Office of Student Affairs for administrative verification.

Applications for mental health leave shall be administered in accordance with Subparagraph 8 of Article 7, with the completed application form submitted to the Student Assistance Division under the Office of Student Affairs for administrative verification.

All leave applications approved shall be submitted to the Student Assistance Division under the Office of Student Affairs for administrative verification.

第六條 學期考試期間，不得請假。但學生因重病，或臨時發生緊急、重大不可抗拒之變故，應檢附相關證明文件，並依第四條規定辦理。

前項但書學期考試之請假，由授課老師及系主任（所長或學位學程主任）核准。

Article 6 Applications for leave of absence shall not be submitted during the end-of-term examination period in the semester. However, in case of severe illness, emergency, or unforeseen contingencies, students will be allowed to apply for leave with relevant certificates or documents in accordance with Article 4 of the Regulations.

Applications for leave of absence during the end-of-term examination period shall be approved by course instructors and the department chair (or director of the graduate institute or the program).

第七條 學生請假，應檢附下列文件：

一、病假：請假日數三天(含)以上，須檢具醫療院所之證明。

二、事假：請假日數三天(含)以上，須檢具相關證明文件。

三、公假：

(一)經選派代表學校參加校內或校外活動，須檢具相關單位出具之證明文件。

(二)經選派擔任公務活動，須檢具單位主管出具之證明文件。

(三)有關兵役事項，須檢具兵役單位出具之證明文件。

(四)基於法定義務出席作證或答辯，須檢具相關單位出具之證明文件。

(五)參加政府依法主辦之考試或訓練，須檢具相關證明文件。

(六)其他依法規定應給公假者。

四、喪假：

(一)學生之配偶，或學生及配偶之直系親屬、兄弟姊妹或以共同生活為目的之同居人喪葬，以十天為限；其他親屬喪葬，以一天為限。

(二)須檢具訃文或死亡證明書(影本)；共同居住者，須檢具戶口名簿或戶籍謄本(影本)。

五、產假(含產前、分娩、哺育及陪產假)：

(一)學生因懷孕引發之事(病)、生產及哺育三歲以下幼兒；配偶或伴侶陪產，得申請產假。陪產假以七天為限。

(二)須檢具醫療院所或相關證明。

六、生理假：因生理期不適而請假者，每月以一天為限，無須檢具證明。

七、器官捐贈假(含骨髓、器官)：捐贈骨髓或器官者，須檢具醫療院所相關證明辦理，以一個月為限。

八、心理調適假：

(一)學生因心理或精神不適，致上課有困難者，得提出申請。每學期以五天為限。

(二)請假日數累計二天者，應通知導師優先關懷，必要時由導師轉介至諮輔相關單位；請假日數連續三天(含)以上者，須檢具醫療院所或相關輔導機構等證明。

(三)學生修習課程之學期考試期間，仍依第六條規定辦理。

Article 7 Applications for leave shall be submitted with relevant documents as follows:

1. Sick leave for three or more days:

Applicants are required to submit a medical certificate or document issued by the hospital or clinic.

2. Personal leave for three or more days:

Applicants are required to submit an application with related certificates/documents.

3. Official leave:

- (1) Applicants who are chosen to represent NCKU to attend intramural or extramural activities are required to submit relevant documents issued by the office concerned.
- (2) Applicants who are chosen to engage in official business are required to submit relevant documents issued by the chief administrator of the unit concerned.
- (3) Applicants who are involved in military services are required to submit the certificates issued by the military service unit.
- (4) Applicants who are legally obligated to testify or reply to accusations are required to submit the certificates issued by the relevant unit.
- (5) Applicants who take the examinations or training programs organized by the government pursuant to laws are required to submit the related certificates.
- (6) Applicants who are granted other types of official leave pursuant to laws are required to submit the related certificates.

4. Bereavement leave:

- (1) A student may submit an application for bereavement leave for a maximum of 10 days due to the passing away/funeral service of his/her spouse, any of his/her lineal relatives, any of his/her brothers or sisters, or any cohabitant who lives in the same household. A student may submit an application for bereavement leave for a maximum of one day due to the passing away/funeral service of other relatives.
- (2) Applicants are required to submit an obituary or a certificate of death, with the addition of a household certificate, a household registration transcript, or photocopy for the case of a cohabitant.

5. Maternity leave (including prenatal care, postnatal care, baby nurturing, and paternity leave):

- (1) Applications for maternity leave for prenatal care, postnatal care, care for children under three, and paternity leave shall be submitted with the certificates issued by medical institutions. Spouses or partners may apply for paternity leave for a maximum of seven days.
- (2) Applicants are required to submit a medical certificate or document issued by the hospital or clinic.

6. Menstrual leave:

Students may apply for menstrual leave for a maximum of one day in a month. No certificate is required.

7. Leave for organ donation:

Students may apply for leave for bone marrow or organ donation for a maximum of one month with the related certificates issued by medical institutions.

8. Mental health leave:

- (1) Students who have difficulty attending classes due to psychological or mental reasons may submit applications for mental health leave for a maximum of five days in a semester.
- (2) If mental health leave amounts to two consecutive days, the advisor should be notified to provide priority care, and if necessary, the advisor will refer the applicant to the relevant counseling unit. Applications for mental health leave for three consecutive days or more

shall be submitted with a medical certificate issued by the medical institute or related counseling institution.

- (3) Applications for mental health leave during the end-of-term examination period shall be administered in accordance with Article 6.

第八條 本辦法經學生事務會議通過，校長核定後施行，修正時亦同。

Article 8 These Regulations shall be approved by the Student Affairs Council and ratified by the NCKU president before taking effect. Amendments shall be processed accordingly.

The English version was translated from the original Chinese text. In the event of any discrepancy, the Chinese will take precedence.