

建國科技大學學生請假規則

The Rules of Taking Leaves for CTU Students

- 第一條 本校學生因故請假，悉依本規則辦理。未經准假，概作曠課論。Students take leaves according to the rules hereinafter. They will be taken as absent if their leaves are not granted.
- Art. 1
- 第二條 學生請假依其性質分為下列三種：一、課業假；二、集會假；三、考試假。There are 3 categories of their leaves during: 1. Courses 2. Assembly 3. Exams
- Art. 2
- 第三條 學生請假依事故原因分為事假、病假、公假、喪假、分娩假、原住民族歲時祭儀。除考試假外，相關證明文件及規定如下 The reasons for leaves include personal leave, sick leave, official leave, funeral leave, maternity leave, and aboriginal various rituals. Except for leaves during exams, related certificates and rules are as follows :
- Art. 3
- 一、事假 personal leave：家長函件證明（需家長蓋章）並於事前辦理為原則，事後經導師允許得補辦手續（懷孕或哺育幼兒得持相關證明）In principal, the application needs to be made in advance with parents' letter (stamped), otherwise, should be granted by homeroom teacher afterwards for making up the procedure. (in the case of pregnancy or feeding children please submit related certificates)
- 二、病假 sick leave：限醫療證明(如健保卡)，短期之特殊病假無醫療證明者，經導師簽證亦可。Medical certificate only (i.g. IC card). For those special cases of short-term leaves without medical certificate, it's accepted with homeroom teacher's signature.
- 三、公假 official leave：事先持與公假有關單位之證明(校內需組長以上簽證)並會導師後，由學務處各權責單位核准。經核准公假者，不作缺席計算。事後一律不准補辦手續。 Present the certificate from related organizers (approved by chief or above) in advance to the homeroom teacher, and approved by authorized units of Student Affairs Office. No making up the procedure afterwards is allowed.
- 四、喪假 funeral leave：除直系親屬之喪葬視同公假外，其餘親屬之喪葬均為事假，喪假期間限為七天。 Only attending lineal relatives' funerals are taken as official leaves, otherwise it is personal leave. The duration of funeral leave is 7 days at most.
- 五、分娩假 maternity leave：屬生產前後四十二日為限。 The duration is counted between 42 days before and after the birth.
- 六、原住民族歲時祭儀 aboriginal various rituals：須提出戶籍謄本、戶口名簿或政府機關所開具之證明文件（例如村里辦公室開具證明）；每年度原住民族歲時祭儀放假日期，依當年度行政院原住民族委員會於行政院公報之公告日期辦理。 Household certificates or credentials issued by governments (i.g. village office) are required; the annual dates of aboriginal rituals should be upon the announced dates of that year on Gazette online by Council of Indigenous Peoples, Executive Yuan.
- 七、事、病、公、喪、分娩假、原住民族歲時祭儀均需檢附證明一份。 All abovementioned leaves should be attached with certificates.
- 第四條 准假權責規定如左 the rules about authorization of granting leaves as follows :
- Art. 4
- 一、課業假 leaves during courses：持相關證件並按規定辦理請假手續。 Present related certificates and apply for leaves according to regulations.
- 1.一天由導師核准。 Approved by homeroom teacher for 1 day leave.
 - 2.二天由系教官核准。 Approved by military instructor for 2 day leave.
 - 3.三天由生活輔導組組長核准。 Approved by the chief of counseling section for 3 day leave.
 - 4.三天以上五天以內，由學務長核准。 Approved by dean of Students Affairs Office for 3-5 day leave.
 - 5.超過五天由生活輔導組呈轉校長核准。 Approved by the president for more than 5 day leave.
- 二、集會假 leave during assembly：各種慶典活動、集會、週會、導師時間，由學務處各權責單位核准。 Leaves during various kinds of celebration activities, weekly assembly, teacher's hour, should be granted by authorized units of Student Affairs Office.
- 三、考試假 leave during exams：學生於考試期間，因公、患重病或遭遇重大事故、因懷孕、生產或哺育幼兒、原住民族歲時祭儀不能參加考試者，應按考試規則辦理。 Students who fail to take part in the exams because of official business, serious disease, incident, pregnancy, giving birth, feeding babies, or aboriginal rituals, should handle this according to exam rules.

- 第五條 Art. 5 除因特殊事故外，喪假或病假均須於發生日期三日內完成請假手續，除考試假送教務處外，餘皆送生輔組登記始生效力；未經核准或未按規定辦理請假者概以曠課論。 Except for special cases, the procedure of funeral leave or sick leave must be completed within 3 days from the occurred date. Only the leaves during exams should be granted by Academic Affairs Office, the rest by Counseling section; students will be taken as absent if their leaves are not granted.
- 第六條 Art. 6 學生虛報請假事故或檢具不實證明文件，經查明屬實，除按獎懲辦法議處外，概以曠課論。 Students who are found and proved to fake the certificates or make false leaves, will be taken as absent and be treated according to “the rules of rewards and punishments”.
- 第七條 Art. 7 學生缺課或曠課之扣分標準 the standard of mark deduction for absence：
一、課業假 leave during courses：扣學業成績不再扣操行成績，由教務處另訂。 Once academic marks are deducted, the evaluation of conducts remains the same, regulated by Academic Affairs Office.
二、考試假 leave during exams：申請考試假經核准者，准予事後補考，除請公假及喪假之成績按實際成績給分外，其他請假補考超過六十分上部份打對折給分，不及格者按實際分數給分；凡未經准假，而不參加定期考試者，該科成績以零分計算。 Once leaves during exams are granted, students can make up the exams afterwards. Only those who take official leaves or funeral leaves can get the entire marks without deduction; for those who take leaves for other reasons, the mark over 60 will be half deducted (i.g. 80→ 70), the mark below 60 will not deducted. Those who fail to take part in the exams without granted leaves will get “0” on that subject.
三、集會假 leave during assembly：無故未到或未經准假者，記小過乙次。 Being absent without accountable reasons or without granted leaves, students will be given minor demerit.
四、公假、喪假、分娩假、原住民族歲時祭儀者免扣學業及操行成績，但喪假如超過一星期及分娩假超過六星期者，其超過部份，仍依事假處理。 For those who take official leave, funeral leave, maternity leave, and leaves for aboriginal various rituals, either their academic mark or conduct evaluation will not be deducted, only if funeral leave over 1 week and maternity leave over 6 weeks will the exceeding parts be taken as personal leave.
五、課外活動列入缺曠記錄，不扣操行成績但列入操行等第之調整（94年5月24日修訂取消操行等第之調整）。 Leaves during extracurricular activities will be recorded, no deduction of conduct mark but the rank will be adjusted. (24/05/2005 the adjustment of rank of conduct has been cancelled)
- 第八條 Art. 8 本規則經學生事務委員會通過，陳請校長核准後實施，修訂時亦同。 The rules agreed by student affairs committee are implemented with authorization of the president, same as any amendment occur.