

THU Student Request for Leave of Absence

Amended and approved by the Administrative Affairs Meeting on July 15, 1998
Amended and approved by the Administrative Affairs Meeting on June 2, 1999
Amended and approved by the Administrative Affairs Meeting on May 21, 2003
Amended and approved by the Administrative Affairs Meeting on March 12, 2008
Article 10 added in the Administrative Affairs Meeting on March 19, 2014
Amended and approved by the Student Affairs Meeting on April 17, 2014
Amended and approved by the Student Affairs Meeting on June 9, 2022
Amended and approved by the Student Affairs Meeting on December 28, 2023

Article 1: Leave of absence for students in this school shall be handled in accordance with the following regulations. Absence without approved leave shall be considered truancy.

Article 2: Types of student leave and the required accompanying proof are as follows:

1. Personal Leave: Accompanying relevant proof.
2. Sick Leave: Medical documents such as diagnosis, medical treatment records, receipts, etc., from hospitals or clinics as proof of medical treatment.
3. Menstrual Leave: If a student experiences difficulties in attending classes due to their menstrual periods, one day per month can be requested as menstrual leave without proof.
4. Psychological Leave: Inability to attend classes due to mental discomfort allows for psychological leave. However, the accumulated total leave days should not exceed five days per semester. If the leave accumulates to two days, the course teacher, tutor, and department head should be notified for care. If the leave is continuous for three days or more, the mentor and department chairman should provide priority care. The mentor and department chairman may contact the student's parents based on student's needs, assist in medical treatment, or provide referrals to relevant counseling resources.
5. Public Leave:
 - a. Representation of the school in approved school-wide activities organized by administrative units.
 - b. Military service matters: Documents related to military service affairs.
6. Bereavement Leave: Proof of obituary and death certificate for the death of immediate family members, grandparents, siblings, or relatives they permanently live with.
7. Maternity Leave: Proof from medical institutions due to pregnancy, childbirth, or miscarriage to grant leave.
8. Parental Leave: Caring for children under the age of three, providing relevant identification for temporary medical care without family care.

9. Indigenous People's Traditional Festival Leave: According to the announcement of traditional festivals by the Indigenous Peoples Department, provide household registration copies, household rosters, or government-issued certificates."

Article 3: Students should apply for leave in advance and obtain approval from the subject teacher. In cases of force majeure or special circumstances where advance application for leave is not possible, the student should explain the reasons and complete the leave application process with relevant proof within three days after the event. Public leave and Indigenous People's Traditional Festival Leave cannot be retroactively applied for. Sick leave can be applied for after the event: for outpatient cases, the leave should be applied within three days after the medical visit; for hospitalized cases, the leave should be applied within one week after admission. Students applying for leave during mid-term exams, final exams, or graduation exams shall follow the academic regulations.

Article 4: Students unable to participate in experiential learning shall request a leave of absence in compliance with related regulations.

Article 5: If the supporting documents for the leave are found to be fabricated, forged, or altered, the leave shall be canceled and be considered an unexcused absence, with the severity of punishment based on the circumstances.

Article 6: Absences and truancies shall be in accordance with the Academic Regulations.

Article 7: These regulations shall be implemented after being passed by the Student Affairs Committee and approved by the President.