

Asia University Students' Leave Policy

Passed on Oct. 10, 2001 by the 1st Students Affair Meeting

Passed on Mar. 10, 2004 by the 2nd Students Affair Meeting of fiscal 2003

Title changed to Asia University on Jun. 22, 2005 in the 5th Administration Meeting of fiscal 2004

Added Article 7; amended Articles 1, 2, 3, 5, and 6, and deleted the original Article 7 on Nov. 14, 2007
by the 6th Administration Meeting of fiscal 2007

Announced on Dec. 7, 2007 according to Letter No. Ya-Zhou-Mi 0960008085

Amended Articles 2 and 5 and deleted Article 3 on Oct. 2, 2009 by the 1st Students Affair Meeting of fiscal 2009.

Announced on Jun. 8, 2011 according to Letter No. Ya-Zhou-Mi 1000006077

Amended Articles 2 and 6 on Jul. 28, 2011 by the 3rd Students Affair Meeting of fiscal 2010.

Announced on Oct. 7, 2011 according to Letter No. Ya-Zhou-Mi 1000011787

Added Article 2-4 and amended the order of Article 2 on Dec. 9, 2011 by the 1st Students Affair Meeting of fiscal 2011

Announced on Jan. 10, 2012 according to Letter No. Ya-Zhou-Mi 1010000265

Amended Articles 2, 3, and 3 on Jun. 18, 2014 by the 1st Students Affair Meeting of fiscal 2014

Announced on Sep. 1, 2014 according to Letter No. Ya-Zhou-Mi 1030010652

Article 1 Unless otherwise stipulated, this Policy shall govern students' (including graduate program students) absence from all classes, extracurricular activities, and assemblies; unauthorized absence will be regarded as absence without leave.

Article 2 Types of leave allowed for students:

1. Official leave: A student qualifying any of the following conditions should apply for official leave in advance, and, if submitted by the concerned department, school, or unit and approved by the Students Affair Office, advise the respective teachers to cooperate accordingly. Official leave will be excluded from scoring consideration.
 - (1) Representing the University in off-campus events. Evidence from the concerned unit is required.
 - (2) Assigned by the University to perform official business. Evidence from the assigning unit is required.
 - (3) Call upon for military duty. Evidence from the concerned military conscription unit is required.
2. Personal leave: Wedding, funeral, and general matters. Evidence from legal guardian or other sustainable source is required. Application for leave over one week shall require parent statement and supporting papers.
 - (1) A student entering into marriage may apply for wedding leave in advance. Parent (legal guardian) statement duly signed or invitation to wedding ceremony is required. The leave is limited up to 7 days.
 - (2) A student attending funeral for a lineal relative or spouse' lineal relative may apply for funeral leave up to 7 days. Evidence as obituary note or death certificate is required.
3. Sick leave: May be allowed for student not able to attend class or assembly due to sickness. Hospital visit record or parent statement is required. Leave more than 1 week shall require application in advance with hospital note.
4. Menstruation leave: Up to once per month due to menstruation may be applied for. Each leave

is limited up to 1 day.

5. Maternal leave:

- (1) Before delivery: A female student is given 6 days of pre-delivery leave after pregnancy and before delivery. This leave may be taken partially and severally. Not accumulative for post-delivery.
- (2) Delivery: Delivery leave up to 6 weeks is given for laboring. Statement from the hospital or clinic certified by the National Health Insurance Bureau is required.
- (3) Miscarriage: A female student suffering miscarriage within 2 months from pregnancy is given 5 days of leave or within 3 months, 4 weeks.
- (4) Accompanying leave: 2 days of accompanying leave is given to a student whose spouse is going through delivery. Statement from the hospital or clinic certified by the National Health Insurance Bureau is required.

6. A student having aboriginal identity may be eligible for 1 day of leave for customary festival. The following qualification and papers are required:

- (1) Aboriginal customary festival with date confirmed shall be duly announced. Festival without date confirmed shall have only the name of the festival announced with Date TBA remark.
- (2) Eligibility of one-day leave for customary festival depends on the date confirmed by tribal survey.
- (3) Application for leave due to aboriginal customary festival shall require household registration transcript, household registry, or papers issued by a government agency (such as village office).

Article 3 Students applying for leave should observe the rules below:

1. Application for “common” leaves should do so through Online Leave Application System. Fill out and send information and follow the due procedure.
2. Application for “severe injury/sickness and special leave” should do so through Online Leave Application System, print a paper based leave pass with leave serial number, and follow paper based leave procedure. This leave pass requires in-person handling in advance or afterwards within 1 week. No proxy applicant is allowed except for severe sickness or major incident.
3. Absence with unapproved leave will be regarded as absence without leave, and thus such absence from class will be regarded as truant.

Article 4 Authority for granting leave:

1. Personal leave, sick leave, and menstruation leave within 1 week shall require the student applicant to file common type of leave and approval from the teacher of the respective subject.
2. Application for leave not of the type of common personal, sick (menstruation), or funeral leave, with proper evidence available and over 1 week, shall require the applicant student to file application for the “severe injury/sickness and special leave” type of leave to the class teacher, who will transfer the application to department dean, Life Guidance Section chief, and director of Students Affairs Office for approval.
3. Application for severe injury/sickness leave or official leave with proper evidence available shall require the applicant student to file application for the “severe injury/sickness and special leave” type of leave to the class teacher, who will transfer the application to department dean, Life

Guidance Section chief, and director of Students Affair Office for approval.

4. Application for leave due to special situation with proper evidence available shall require the applicant student to file application for the “severe injury/sickness and special leave” type of leave to the class teacher, who will transfer the application to department dean, Life Guidance Section chief, director of Students Affair Office, and president of the University for approval.

Article 5 Providing falsified information on the leave application form and supporting papers will result in disciplinary action subject to the level of seriousness, and the absence from class will be regarded as truant.

Article 6 This KEY POINTS has been passed by the Students Affair Meeting and approved by the president of the University before its promulgation. Amendment of such shall follow the same.

Asia University Student Leave Application form (for severe injury/sick and special leave)

Student's contact phone no. (mobile):

Application date:

Type of leave	<input type="checkbox"/> Personal <input type="checkbox"/> Sick <input type="checkbox"/> Official <input type="checkbox"/> Delivery <input type="checkbox"/> Aboriginal Festival	Department /class	Student ID No.
Name	Evidence provided	<input type="checkbox"/> Faculty statement <input type="checkbox"/> Hospital report <input type="checkbox"/> Parent statement <input type="checkbox"/> Wedding invitation <input type="checkbox"/> Obituary <input type="checkbox"/> Other_____	
Date / Days			Class teacher's approval
From to (date)			Total days
Department dean's approval	Students Affairs Office director's approval 【Official and severe injury/sickness・】		President of the University approval 【Special personal leave】
Life Guidance Section's approval			

1st Copy for LGS

- Leave application requires evidence for approval.
- Scope of authority for study leave :
 - Application for 1 week or longer of leave and not of common personal or sick leave (menstruation leave) and evidence is available shall require approval from the class teacher, department dean, and Life Guidance Section.
 - Application for official or severe injury/sickness leave and evidence is available shall require approval from the class teacher, department dean, and Life Guidance Section.
 - Application for special leave and evidence is available shall require approval from the class teacher, department dean, Life Guidance Section, and president of the University.
- After approval, this application form is to be submitted to the Life Guidance Section of the Students Affairs Department. It is the applicant's obligation to present this form to the respective teacher for registration.

2014. 08. 01

Asia University Student Leave Application form (for severe injury/sick and special leave)

Student's contact phone no. (mobile):

Application date:

Type of leave	<input type="checkbox"/> Personal <input type="checkbox"/> Sick <input type="checkbox"/> Official <input type="checkbox"/> Delivery <input type="checkbox"/> Aboriginal Festival	Department /class	Student ID No.
Name	Evidence provided	<input type="checkbox"/> Faculty statement <input type="checkbox"/> Hospital report <input type="checkbox"/> Parent statement <input type="checkbox"/> Wedding invitation <input type="checkbox"/> Obituary <input type="checkbox"/> Other_____	
Date / Days			Class teacher's approval
From to (date)			Total days
Department dean's approval	Students Affairs Office director's approval 【Official and severe injury/sickness・】		President of the University approval 【Special personal leave】
Life Guidance Section's approval			

2nd Copy for Student

- Leave application requires evidence for approval.
- Scope of authority for study leave :
 - Application for 1 week or longer of leave and not of common personal or sick leave (menstruation leave) and evidence is available shall require approval from the class teacher, department dean, and Life Guidance Section.
 - Application for official or severe injury/sickness leave and evidence is available shall require approval from the class teacher, department dean, and Life Guidance Section.
 - Application for special leave and evidence is available shall require approval from the class teacher, department dean, Life Guidance Section, and president of the University.
- After approval, this application form is to be submitted to the Life Guidance Section of the Students Affairs Department. It is the applicant's obligation to present this form to the respective teacher for registration.

2014. 08. 01

Asia University Student Leave Application (common leave)

Type of leave: Study Assembly (group activity) Personal (Wedding Funeral) Sick (Menstruation) Student's contact phone no. (mobile): _____ Application date: _____
 Apply for registration leave and exam leave at the Teaching Affairs Department.

Type of leave	<input type="checkbox"/> Personal (<input type="checkbox"/> Wedding <input type="checkbox"/> Funeral) <input type="checkbox"/> Sick (<input type="checkbox"/> Menstruation)	Department/class		Student ID No.	
Name		Evidence provided	<input type="checkbox"/> Faculty statement <input type="checkbox"/> Hospital report <input type="checkbox"/> Parent statement <input type="checkbox"/> Other _____		
Date / class			Subject name	Subject teacher's signature	
From (date) (class) To (date) (class) And From (date) (class) To (date) (class) Total (class)					

Remark : 1. Leave application requires evidence for approval
 2. Subject teacher shall have the authority for granting common leave up to 1 week
 3. After approval, this application form is to be submitted to the Life Guidance Section of the Students Affairs Department.

2014.08.01

1st Copy for LGS

Asia University Student Leave Application (common leave)

Type of leave: Study Assembly (group activity) Personal (Wedding Funeral) Sick (Menstruation) Student's contact phone no. (mobile): _____ Application date: _____
 Apply for registration leave and exam leave at the Teaching Affairs Department.

Type of leave	<input type="checkbox"/> Personal (<input type="checkbox"/> Wedding <input type="checkbox"/> Funeral) <input type="checkbox"/> Sick (<input type="checkbox"/> Menstruation)	Department/class		Student ID No.	
Name		Evidence provided	<input type="checkbox"/> Faculty statement <input type="checkbox"/> Hospital report <input type="checkbox"/> Parent statement <input type="checkbox"/> Other _____		
Date / class			Subject name	Subject teacher's signature	
From (date) (class) To (date) (class) And From (date) (class) To (date) (class) Total (class)					

Remark : 1. Leave application requires evidence for approval
 2. Subject teacher shall have the authority for granting common leave up to 1 week
 3. After approval, this application form is to be submitted to the Life Guidance Section of the Students Affairs Department.

2014.08.01

2nd Copy for Subj. Teacher

Asia University Student Leave Application (common leave)

Type of leave: Study Assembly (group activity) Personal (Wedding Funeral) Sick (Menstruation) Student's contact phone no. (mobile): _____ Application date: _____
 Apply for registration leave and exam leave at the Teaching Affairs Department.

Type of leave	<input type="checkbox"/> Personal (<input type="checkbox"/> Wedding <input type="checkbox"/> Funeral) <input type="checkbox"/> Sick (<input type="checkbox"/> Menstruation)	Department/class		Student ID No.	
Name		Evidence provided	<input type="checkbox"/> Faculty statement <input type="checkbox"/> Hospital report <input type="checkbox"/> Parent statement <input type="checkbox"/> Other _____		
Date / class			Subject name	Subject teacher's signature	
From (date) (class) To (date) (class) And From (date) (class) To (date) (class) Total (class)					

Remark : 1. Leave application requires evidence for approval
 2. Subject teacher shall have the authority for granting common leave up to 1 week
 3. After approval, this application form is to be submitted to the Life Guidance Section of the Students Affairs Department.

2014.08.01

3rd Copy for Student