

# NSYSU Student Leave Regulations

## History of Amendment and Approval:

1st Student Affairs Meeting of 1995-Academic Year on 10-11-1995  
1st Student Affairs Meeting of 2005-Academic Year on 01-10-2006  
2nd Student Affairs Meeting of 2007-Academic Year on 01-18-2008  
1st Student Affairs Meeting of 2013-Academic Year on 12-19-2013  
1st Student Affairs Meeting of 2020-Academic Year on 11-27-2020

1. Any student may apply for leave when he/she encounters major events or incidents, including and not limited to marriage, bereavement, illness, menstrual pain, pregnancy, childrearing; documentary evidence pertaining to the incident should be provided.
2. Students should fill out and submit the application form for the leave.
3. Should the student be unable to enroll during the registration period, the student should apply for leave with mentor and department/institute chair approval by him/herself or through an appointed attorney; the period of leave is up to two weeks.
4. Should the student be unable to attend a class, the student should apply for leave with the course instructors' approval by him/herself or through an appointed attorney within two days of the leave. Should the leave be three days (or more), the student should submit the application with the approval from course instructors, mentor, and department/institute chair, with relevant documentary evidence within two days after the date of absence.
5. Application for official leaves needs to be submitted prior to the date of absence with documentary evidence from the involved unit of authority. In case of sudden occasions where the application forms cannot be submitted prior to the date of absence, the student should submit the application with relevant documentary evidence within two days after the date of absence.
6. Should the student apply for leaves during the examination period, the application should abide by the NSYSU Regulations on Missing and/or Deferring Examination.
7. If any documentary evidence is found to be forged or counterfeited, the approval for leave would be withdrawn and the student would be subject to disciplinary sanction based on the severity of the violation.
8. These regulations should be practiced after being passed by the Student Affairs meeting; the same procedure shall apply for future amendments.

## NSYSU Student Leave Application Form

Department/ Institute		Class	Grade Class	Student ID	
Name					
Type of Leave	<input type="checkbox"/> Personal <input type="checkbox"/> Sick <input type="checkbox"/> Official <input type="checkbox"/> Bereavement <input type="checkbox"/> Marital <input type="checkbox"/> Maternity/Paternity <input type="checkbox"/> Menstrual <input type="checkbox"/> Family Care <input type="checkbox"/> Other_____				
Reason of Leave					
Date(s) of Leave	From: yyyy/mm/dd (day of week)    Total:_____ Day(s), To:    yyyy/mm/dd (day of week)    _____ Class(es) Missed				
Class(es) Missed during Leave					
Date and Time	Course Name	Signature/ Stamp of Instructor			Notes
Signature/Stamp approval for leaves of 3 days (or more)					
Mentor		Department/ Institute Chair			
Signature/Stamp approval for leaves during the examination period (for deferred examination and grade calculation)					
Office of Academic Affairs					

### Stamp Approval Procedures:

1. Days of leave (2 or less): Applicant → Course instructor → Be kept by student as proof for leave.
2. Days of leave (3 or more): Applicant → Course instructor → Mentor → Department/ Institute Chair → Be kept by student as proof for leave.
3. This form is amended and approved for practice since 2020.11.27