

## 中國醫藥大學學生請假規則

### China Medical University Student Leave Regulations

第一條 依本校學則第四章規定辦理，特訂定「中國醫藥大學學生請假規則」。  
These regulations are stipulated in accordance with Chapter 4 of the China Medical University Academic Regulations.

第二條 學生如因故不能參加上課、考試及其他規定之集會時，均須請假。考試期間請依教務處規定辦理。  
Students who are unable to attend classes, examinations, or other required assemblies for any reason must apply for leave. During examination periods, leave applications must comply with the regulations set by the Office of Academic Affairs.

第三條 學生請假事由區分為：

一、公假：限代表本校參加校內、外各項活動及兵役體檢等，須檢附相關之行政、學術單位證明，加簽認證單位(含研究生)，並於7天前申請，方得給予公假。

二、喪假：請檢附直系親屬、兄弟姊妹、配偶或配偶之直系親屬及其兄弟姊妹等訃文或死亡相關證明，以7天為限。

三、產假(含流產及育嬰照顧)：醫院診斷證書或相關證明文件。

四、病假：須附本校附設醫院或公、私立院所看診收據、診斷書(生理假則免)或其他證明資料。

五、事假：私人事務、家庭事務及本人結婚等。

六、原住民族歲時祭儀假：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)。

七、心理假：學生因心理或精神不適致無法出席課程，得請心理假，無須檢附佐證，累計達二日系統自動寄信通知導師關懷學生並寫輔導紀錄，必要時轉介至健康中心諮輔區。請假當日不論節次均以一日計，每學期以三日為限。

The types of leave are categorized as follows:

1. Official Leave: Granted to students representing the university in internal or external activities, or for military service physical examinations. Supporting documents issued by relevant administrative or academic units are required. Approval from authorized units (including for graduate students) is also required. Applications must be submitted at least seven days in advance.
2. Bereavement Leave: Limited to the death of immediate family members, siblings, spouse, or the spouse's immediate family members and siblings. Proof such as obituary notices or death certificates must be submitted. The leave period is limited to seven days.

3. Maternity Leave (including miscarriage and infant care): A medical certificate or related supporting documents from a hospital is required.
4. Sick Leave: Medical receipts or certificates issued by a hospital is required (not required for menstrual leave).
5. Personal Leave: For personal or family matters, including marriage.
6. Indigenous Cultural Leave: Students of indigenous heritage may apply for leave to participate in traditional ceremonies, with supporting documents such as household registration transcripts or official letters from government offices (e.g., village or district offices).
7. Mental Health Leave: Students experiencing psychological or mental health issues may apply without supporting documents. If leave totals two days, the system will automatically notify the student's advisor to follow up and record counseling notes. If necessary, students will be referred to the Health Center. One full day of leave is recorded per application date regardless of class periods. A maximum of three days may be taken per semester.

第四條 學生請假須先至「學生請假作業」系統申請，連同請假證明(電子附件)，依下列規定流程申請。

一、大學生假單簽核流程：

- (一)5天以內：任課老師→主授課老師→歸檔。
- (二)6~10天之內：導師→系主任→歸檔。
- (三)11~15天：導師→系主任→院長→歸檔。
- (四)16~30天：導師→系主任→院長→教務長→歸檔。
- (五)31天以上：導師→系主任→院長→教務長→校長→歸檔。
- (六)產假：導師→系主任→院長→健康中心→學務長→教務長→校長→歸檔。
- (七)心理假：任課老師→主授課老師→導師→系主任→歸檔。

二、碩、博士班研究生假單簽核流程：

- (一)碩班一年級及博班一、二年級：
  1. 1~10天之內：所長(主任)→歸檔。
  2. 11~15天：所長(主任)→院長→歸檔。
  3. 16~30天：所長(主任)→院長→研教長→歸檔。
  4. 31天以上：所長(主任)→院長→研教長→校長→歸檔。
  5. 產假：所長→院長→健康中心→學務長→研教長→校長→歸檔。
  6. 心理假：任課老師→主授課老師→所長(主任)→歸檔。
- (二)碩班二年級以上及博班三年級以上：
  1. 1~10天之內：指導教授→歸檔。
  2. 11~15天：指導教授→所長(主任)→歸檔。
  3. 16~30天：指導教授→所長(主任)→院長→研教長→歸檔。

4. 31 天以上：指導教授→所長(主任)→院長→研教長→校長→歸檔。
5. 產假：指導教授→所長→院長→健康中心→學務長→研教長→校長→歸檔。
6. 心理假：任課老師→主授課老師→指導教授→所長(主任)→歸檔。

Students must apply for leave via the “Student Leave Application System” and upload relevant supporting documents. The approval process is as follows:

1. Undergraduate Students:
  - (1) 1-5 days: Course instructor → Lead instructor
  - (2) 6-10 days: Advisor → Department Chair
  - (3) 11-15 days: Advisor → Department Chair → College Dean
  - (4) 16-30 days: Advisor → Department Chair → College Dean → Dean of Academic Affairs
  - (5) Over 31 days: Advisor → Department Chair → College Dean → Dean of Academic Affairs → President
  - (6) Maternity Leave: Advisor → Department Chair → College Dean → Health Center → Dean of Student Affairs → Dean of Academic Affairs → President
  - (7) Mental Health Leave: Course instructor → Lead instructor → Advisor → Department Chair
2. Graduate Students-Master’s (Year 1) and PhD (Years 1–2):
  - (1) 1-10 days: Program Director
  - (2) 11-15 days: Program Director → College Dean
  - (3) 16-30 days: Program Director → College Dean → Dean of Graduate Student Affairs
  - (4) Over 31 days: Program Director → College Dean → Dean of Graduate Student Affairs → President
  - (5) Maternity Leave: Program Director → College Dean → Health Center → Dean of Student Affairs → Dean of Graduate Student Affairs → President
  - (6) Mental Health Leave: Course instructor → Lead instructor → Program Director
3. Graduate Students-Master’s (Year 2+) and PhD (Year 3+):
  - (1) 1-10 days: Advisor
  - (2) 11-15 days: Advisor → Program Director
  - (3) 16-30 days: Advisor → Program Director → College Dean → Dean of Graduate Student Affairs
  - (4) Over 31 days: Advisor → Program Director → College Dean → Dean of Graduate Student Affairs → President
  - (5) Maternity Leave: Advisor → Program Director → College Dean → Health Center → Dean of Student Affairs → Dean of Graduate Student Affairs → President
  - (6) Mental Health Leave: Course instructor → Lead instructor → Advisor → Program Director

- 第五條 如因突發事件來不及請假時，得告知任課老師、導師或系輔導教官後始可離校，待回校後 10 天之內(含假日)，事後仍需上系統補辦請假手續。  
In the case of emergencies that prevent timely leave application, students must notify their course instructor, advisor, or department military education officer before leaving. The formal application must be completed in the system within 10 days (including holidays) after returning to school.
- 第六條 請假應確認假單是否完成簽核流程。凡請假未獲准而缺課者，以曠課論。由教務處依「中國醫藥大學學則」第四章辦理。  
Students must confirm that the leave approval process is complete. Unapproved absences will be treated as truancy and handled according to Chapter 4 of the “China Medical University Academic Regulations” by the Office of Academic Affairs.
- 第七條 假期屆滿仍須續假時，應依照請假程序申請。  
If an extension of leave is required, the same application procedure must be followed.
- 第八條 請假期間提前返校者，可向學務處軍訓暨生活輔導組提出銷假申請，依實際請假時數計算。  
Students returning to school earlier than the approved leave period may apply for leave cancellation with the Military Education, Guidance and Counseling Division under the Office of Student Affairs. The actual leave duration will be adjusted accordingly.
- 第九條 學生虛報請假事由經查明屬實者，依本校「學生獎懲辦法」處理之。  
Students found to have falsified leave applications will be handled according to the “CMU Regulations for Student Award and Punishment.”
- 第十條 本校學生請假申請皆以電子簽核方式上系統作業。  
All student leave applications must be processed via the online approval system.
- 第十一條 學生請假在外不得有不正當行為，否則經查明屬實者，依本校「學生獎懲辦法」議處。  
Students on leave must not engage in inappropriate behavior. Violations will be handled according to the “CMU Regulations for Student Award and Punishment.”
- 第十二條 本規則經「學生事務會議」通過，陳校長核定後公布實施，修正時亦同。  
These regulations shall take effect after approval by the Student Affairs Meeting and subsequent promulgation by the President. Amendments follow the same procedure.