

PROVIDENCE UNIVERSITY

Student Leave Regulation

Approved by the Student Affairs Meeting on March 18, 2014

Article 1

In order to allow the University Students to understand the leave application way and its approval right and responsibility, the Providence University hereby has formulated this regulation.

Article 2

In case that the University student cannot attend the class due to incident or official leave, it should be managed according to this regulation.

Article 3 Personal leave, Sick leave, Menstrual Leave, and Funeral leave

For Personal leave, Sick leave, and Funeral leave, the student should fill in the leave application form and must attach with the relevant evidence document and then should submit them to the instructor before 2 days. For those who cannot apply their leave in advance due to the sickness or special situation, they should attach with the relevant proof to re-submit the application for leave formality in 3 days after the event.

For female student who has difficulty to attend the class due to menstrual period, the menstrual leave can be applied for 1 day per month without showing any proof.

Article 4 Official Leave

For student who has one of the following situations, the application form of official leave should be filled in advance and must attach with relevant evidence document. After the signed and proven signature made by the dispatch (invitation) unit and then approved by the pertained Department Head as well as the Director of Level-1 unit (Dean of the College), the photocopy of leave application form should be submitted to the instructor, Department (Institute) Office, and the Living Counseling Office of the Office of Student Affairs respectively before 2 days for their references and the leave formality is accordingly finalized in completion.

(1) The one who is recruited by the Government agency to represent the Nation for the participation in the competition or activity.

- (2) The one who is selected by the College, Department, or Administration Unit to represent the University for the participation in the outside-school or inter-schools formal activity or competition.
- (3) The one who is responsible to undertaking the official affair which is appointed by the College, Department, or Administration Unit.
- (4) The one who is selected to attend the individual level of meeting in the school or sports competition by the College, Department, or Administration Unit.
- (5) The one who should respond to the recruitment which is concerned with military service and other relevant Government regulations.
- (6) The one who is summoned for the court testimony or replied for defense and has the certificate which is issued by the relevant judicial unit.

Article 5 Maternity leave or Infant nursing Leave

For the sake of maternity leave caused by pregnancy or personal leave due to infant nursing, the student should attach with the certificate which is issued by the NHI Bureau Privileged Hospital or Clinic and must submit it together with the leave application to the Living Counseling Office for the approval of special case by the Dean of the Office of Student Affairs. The year limit of study extension which is applied by the student due to pregnancy, childbirth, or infant nursing should be managed according to the Article 17 of School Regulations for the University.

Article 6

When the students are applying for leave, they should manage the applications according to the 'Student Examination Leave and Make-Up Examination Regulation' of the University if met the mid-term examination, final examination, or graduation examination.

Article 7

This regulation will be adopted by the school affairs meeting and then published by the University President for its implementation as well as the same during amendment.

Approved by the Student Affairs Meeting on Jan. 16, 2009