

國立中興大學學生請假規則

National Chung Hsing University Rules Governing Student Leave Request

98 年 6 月 15 日學生事務會議修正	
June 15, 2009 amended at the Student Affairs Committee Meeting	100 年 6 月 10 日學生事務會議修正
June 10, 2011 amended at the Student Affairs Committee Meeting	102 年 3 月 12 日學生事務會議修正
March 12, 2013 amended at the Student Affairs Committee Meeting	103 年 3 月 24 日學生事務會議修正
March 24, 2014 amended at the Student Affairs Meeting	104 年 3 月 18 日學生事務會議修正
March 18, 2015 amended at the Student Affairs Meeting	104 年 10 月 23 日學生事務會議修正(第 2、5 條)
October 23, 2015 (Articles 2 and 5) amended at the Student Affairs Meeting	105 年 10 月 28 日學生事務會議修正(第 5 條)
October 28, 2016 (Article 5) amended at the Student Affairs Meeting	112 年 11 月 24 日學生事務會議修正(第 2 條)
November 24, 2023 (Article 2) amended at the Student Affairs Meeting	113 年 11 月 29 日學生事務會議修正(第 5 條)
November 29, 2024 (Article 5) amended at the Student Affairs Meeting	114 年 11 月 28 日學生事務會議修正(第 2 條)
November 28, 2025 (Article 2) amended at the Student Affairs Meeting	

第一條 本校學生請假，除另有規定外，依本規則辦理。

Article 1 Unless otherwise prescribed, all National Chung Hsing University (hereinafter referred to as the University) students requesting for leave should abide by these Rules.

第二條 學生請假依事故原因分為事假、病假、生理假、公假、產前假、娩假、流產假、陪產假、喪假、原住民族歲時祭儀假及心理健康假十一種，請假須持有證明文件，其規定如下：

Article 2 Student leave can be categorized into 11 types, namely personal leave, sick leave, menstrual leave, official leave, pre-maternity leave, maternity leave, miscarriage leave, paternity leave, bereavement leave, indigenous ceremonial leave, mental health leave. The following documents are required for requesting the leave:

一、 事假：於事前以相關證明文件辦理(未成年者需檢附家長、監護人函件或其他足資證明文件)，除突發重大事故者，不得事後補請。

I. Personal leave: Students must submit relevant supporting documents in advance (minors must attach a letter from parents or guardians or other sufficient proof). Except for cases of sudden and significant incidents, applications submitted after the fact shall not be accepted.

二、 病假：一日以內，以健保醫療院所看病收據證明，超過一日者，健保醫療院所診斷證明書，並於病假結束後二日內辦理請假手續。

II. Sick leave: Students who request a sick leave for one day or less shall submit a receipt issued by the hospital or clinic contracted by the Bureau of National Health Insurance. If the sick leave is over one day, a diagnosis certificate issued by the hospital or clinic is

required. The leave request procedure shall be completed within two days following the last day of the leave.

三、 生理假：女性學生因生理日致就學有困難者，每月得請生理假一日，無需出示證明。

III. Menstrual leave: Menstrual leave may be granted for one day per month to female students who have a difficult time attending classes during menstrual periods. No supporting document is required.

四、 公假：

IV. Official leave:

(一) 師長證明：本校各單位師長，指派學生辦理公務時，應由系主任、室主任、組長以上主管簽章出具證明。

(I) Faculty member's testimony: Students who are selected by a faculty member for official assignments shall submit relevant documents signed by the chair of department, division director, or division chief.

(二) 有關兵役事項，有兵役單位出具證明文件者。

(II) Students who are involved in military services shall submit the supporting document issued by the military service unit.

(三) 經選派代表學校參加校內或校外活動，有相關單位出具證明文件者。

(III) Students who are selected to represent the University in intramural or extramural activities shall submit the documents issued by the relevant units.

(四) 各系所因課程需要舉辦之教學活動，經系主任(所長或學程主任)同意者。

(IV) Due to attending teaching activities organized by departments/institutes, students shall submit the document approved by the chair of the department, the institute or the program.

(五) 基於法定義務出席作證、答辯，有相關單位出具證明文件者。

(V) Students who are obligated to testify or attend a plea shall submit the supporting documents issued by the relevant unit.

(六) 參加政府機關依法主辦之考試、訓練或其辦理之活動，有相關證明文件者。

(VI) Students who take examinations or training programs organized by the government pursuant to laws shall submit the supporting documents.

(七) 其他依法規定應給公假者。

(VII) Other official leave that shall be granted pursuant to laws.

五、 產前假、娩假、流產假、陪產假：

V. Pre-maternity leave, maternity leave, miscarriage leave, and paternity leave:

(一) 懷孕者須檢附懷孕證明書，分娩者須檢附生產證明書，流產者須檢附流產證明書，哺育三足歲以下幼兒須檢附戶籍謄本，申請延長修業年限(懷孕、分娩、流產及哺育三足歲以下幼兒期間不併算一般休學年限)。

(I) To apply for postponing studies, pregnant students must submit the pregnancy proof,

students who deliver a baby must submit the birth certificate, students who have a miscarriage must submit a stillbirth certificate, and students who need to nurse child under the age of three must submit the household registration transcript. (The period for pregnancy, childbirth, miscarriage, and nursing of a child under the age of three shall not be counted into the period of general suspension of studies.)

(二) 產前假、娩假：分娩前給產前假八日，得分次申請，不得保留至分娩後；於分娩後，給娩假四十二日(不含例假日)，應一次請畢。

(II) Pre-maternity leave and maternity leave: Before delivery, eight days of pre-maternity leave shall be granted for and may be taken separately, but is unable to be taken after delivery. Forty two days of maternity leave shall be granted and taken all at once (weekends and holidays are not included).

(三) 流產假：妊娠滿五個月以上流產者，給流產假四十二日；妊娠三個月以上未滿五個月流產者，給流產假二十一日；妊娠未滿三個月流產者，給流產假十四日(以上均不含例假日)，應一次請畢。

(III) Miscarriage leave: For a miscarriage occurring after pregnancy of over 5 months, 42 days of miscarriage leave shall be granted. For a miscarriage occurring after pregnancy of over 3 months and less than 5 months, 21 days of miscarriage leave shall be granted. For a miscarriage occurring after pregnancy of less than 3 months, 14 days of miscarriage leave are granted (weekends and holidays are not included). The miscarriage leave shall be taken all at once.

(四) 陪產假：因配偶分娩者，給陪產假三日，得分次申請，但應於配偶分娩日前後三日內請畢，例假日順延之。

(IV) Paternity leave: For spouse's delivery, three days of paternity leave shall be granted and may be taken separately. However, the leave shall be taken before and after the delivery. If there is an official holiday or weekend during the three days of the childbirth, the leave may be extended.

六、喪假：因直系親屬及配偶之喪葬者，檢附訃文或死亡證明，給喪假五日，得分次申請，但應於死亡之日起百日內請畢。

VI. Bereavement leave: For the demise of a lineal relative or the spouse, students are required to submit the obituary or death certificate and 5 days of bereavement leave shall be granted for. The leave may be taken separately within 100 days of the demise of the lineal relative or the spouse.

七、原住民族歲時祭儀假：原住民族歲時祭儀假：具原住民族身分之學生，遇歲時祭儀時，依「紀念日及節日實施條例」每學年得申請放假三日，得分次或連續申請。申請放假時，需提出戶籍謄本、戶口名簿或政府機關所開具證明原住民族別之文件。

VII. Indigenous Ceremonial Leave: Students with Indigenous status may apply for up to three (3) days of Indigenous ceremonial leave per academic year to participate in Indigenous

traditional rituals and festivals, pursuant to the Act Governing the Implementation of Memorial Days and Holidays. The leave may be taken consecutively or in separate days. Applicants shall submit a household registration transcript, household register, or other documents issued by a government authority certifying Indigenous ethnicity.

八、心理健康新假：學生因心理不適致就學有困難者，得申請心理健康新假。每學期以三日為限，無須檢附證明，學期中重要考試、期末考試不得請假。

VIII. Mental health leave: Students facing difficulties in their studies due to mental health issues may apply for mental health leave. The leave is three days per semester, and no supporting documents are required. However, the leave shall not be permitted during major mid-term and final examinations.

第三條 在正式上課時間內，不得因課外活動申請公假，但代表本校參加校外活動者不在此限。

Article 3 No official leave may be requested for the reason of extracurricular activities during class hours, except for participating in extramural activities representing the University.

第四條 學生請假依下列規定辦理：

Article 4 Students who make the leave request shall follow the rules below:

一、請假必須親自辦理，非因重病或重大事故，不得請人代辦。

I. Students shall make the leave request in person except for severe illness or serious accidents.

二、除因急病或突發重大事故者得於七日內(含當天，不含非上班日)補辦請假手續外，所有請假均須事先辦理。請假未經核准，概以未行請假論。

II. Leave requests must be made in advance. In the case of severe illness or an urgent and serious accident, students shall complete the leave request within seven days after the fact (including the occurrence date, but not including weekends and holidays). Any leave request that has not been approved shall be considered as no leave request being made.

第五條 指定假權責依請假日數，規定如下：

Article 5 Student leave must be approved by the persons as follows.

一、一至二日：由授課教師核定。惟全校運動會由導師核定。

I. Leave of 1–2 days: to be approved by the course instructor. Leave for the Sports Day must be approved by the mentor.

二、三至五日：由授課教師、導師核定。

II. Leave of 3–5 days: to be approved by the course instructor and mentor.

三、六至十五日：由授課教師、導師、系所主管核定。

III. Leave of 6–15 days: to be approved by the course instructor, mentor and head of the department or institute.

四、十六(含)日以上：由授課教師、導師、系所主管、學務長、教務長核定。

IV. Leave of more than 16 days (inclusive): to be approved by the course instructor, mentor, head of department or institute, Vice Presidents of Student Affairs, and Vice President

for Academic Affairs.

第六條

本規則經學生事務會議通過後，送請校長核定施行，修正時亦同。

Article 6

These Rules shall be implemented after being approved by the Student Affairs Meeting and authorized by the President. Any amendments shall be processed accordingly.