

Kaohsiung Medical University (KMU)

Guidelines on Students' Application for Absence from Class

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- Article 1 The Guidelines are drawn out in accordance with Article 36 of the Regulations of KMU.
- Article 2 Students applying for absence from class with reasonable excuse shall be allowed to be absent from class in accordance with the regulations of laws, but shall also comply with the Guidelines.
- Article 3 The absence from class for KMU students is divided into 4 types: absence due to illness, absence due to personal errand (inclusive of marriage leave, funeral leave), absence due to KMU errand, and maternity (prenatal checkup) leave.
- Article 4 Any absence from class without advanced application or approval of absence shall be regarded as absenteeism in accordance with Article 36 of the Regulations of KMU. Students having applied for absence from class but received no approval, but still being absent from class or meeting shall be punished in accordance with Guidelines on Student Conduct Adjudication
- Article 5 Students who would like to apply for absence from class have to proceed the following steps:
1. Fill out Absence from Class Form on KMU website, and send it out online together with the related certifying document file if required in accordance with the Guidelines, to get approval signature from the student's life counselor, adviser, Department Chair (Director of Graduate Institute) or Dean of College. Then the application steps of absence from class are considered completed. But any absence from class during the weeks of mid-term and final examinations has to be approved by the Office of Academic Affairs.
 2. Absence from class should be applied beforehand. Except absence due to illness, absence due to special circumstances and absence due to KMU errand, all absences from classes should not be applied afterwards.
 3. When the period of absence from class expires, and extension of the absence is still required, the student should still attach the required certifying document file to the application and send them out online. If there is no reason for such extension of absence from class, the student is regarded as having no application for extended absence from class submitted as from expiration date of the approved absence period.
- Article 6 A student applying for absence from class for more than 3 days has to produce a certificate of diagnosis issued by the affiliated hospital of KMU, a public hospital or educational hospital. The application steps should be completed within 7 days after return to KMU.

- Article 7 Absence from class due to personal reason has to be applied in the following steps:
1. Submit application beforehand. Send out the application online together with the certifying document file. Such absence from class for over one day has to be attached with a certifying document from the student's parents or guardian.
 2. Should there be any emergency or sudden thing happened or other special circumstances, the student concerned should apply for absence from class online first. If the student is unable to submit application beforehand, he/she has to report absence verbally to his/her adviser or life counselor, but still has to complete the application steps within 7 days after the absence period is expired.

- Article 8 Absence from class with circumstances as follows is regarded as official leave:
1. Appointed as the representative of national team or governmental activities held by Government
 2. KMU errand refers that KMU appoints the student to be a representative of KMU in a public activity or to take part in a meeting inside or outside KMU.
 3. Appointed to join the contests or activities held by KMU.
 4. Appointed to attend meetings by KMU.
 5. Absence due to affairs with regards to military service by governmental regulations.

Absence of official leave shall be submitted with certificates for approval in advance. The official document shall be sent as written notification to the student's department for the standard procedure for leave of absence. Should submission of official leave not be made in advance out of exceptional circumstances, application shall be made in 7 days counted from the leave of absence. The certifying documents shall be uploaded for approval. For application without approved certifying document application, application shall not be regarded as accepted.

- Article 9 All of the holidays listed below are one day off except for Chinese New Year with three days off:
1. Chinese Holiday
 2. Tomb Sweeping Day
 3. Dragon Boat Festival
 4. Mid-Autumn Festival
 5. Chinese New Year's Eve
 6. Aboriginal's Festivals for Tribal Celebration: The official holidays of aborigines shall be formulated pursuant to Aborigines Committee's Announcement on aborigine's custom and publish the announcement on governmental bulletin board. (Students apply for the holiday concerned shall submit certifying documents for approval .)

- Article 1 Students applying for maternity leave should attach within one week a certificate of diagnosis, issued by a hospital or clinic recognized by National Health Insurance Administration, as the certifying document of maternity (prenatal check) leave. Within 3 days after approval of such leave, the department (graduate institute) of the student should inform the adviser and teachers of the student concerned. The student applying for maternity leave according to the regulations aforesaid shall be given 8 days' prenatal check leave before giving birth to baby, but has to apply for prenatal check leave separately each time, and shall not reserve the leave after childbirth. After delivery, the student shall take maternity leave for 8 weeks. On occasions for not being able to submit application in person, applicants may report the application for maternity leave to her department (graduate institute) by telephone call, letter or an authorized person, and make reapplication in 7 days.

Article 11 Students taking leave of absence shall abide by school regulations and shall not forge the excuses of absence. In case of violation, students will be punished in accordance with Student Rewards and Punishments Standards

Article 12 1. Students acting as interns and applying for absence from internship should print out the Absence from Class Form from the information system and submit the application in writing. After approval is obtained from the chief of the internship unit, such absence shall be dealt with in accordance with Article 5 of the Guidelines.
2. Interns applying for absence from internship not only have to submit application in accordance with the absence application guidelines of the related internship unit, but also have to fill out the Absence from Class Form online and submit it to the Division of Student Counseling for approval and reference.

Article 13 Absence from class during mid-term and final examinations is not allowed. On circumstances of force majeure such as delivery, acute illness, or death of consanguinity, one may take leave of excused absence. One may submit application to the Office of Academic Affairs in the following steps:

1. Carry out procedures in accordance with Article 8 of the Guidelines.
2. A student failing to attend examination for emergency medical treatment has to attach a certificate of diagnosis issued by the affiliated hospital of KMU, a public hospital or educational hospital when applying for absence from class.
3. A student failing to attend examination due to childbirth shall apply for absence from class in accordance with Article 9 of the Guidelines.
4. A student failing to attend examination due to death of a family member, such as spouse, relative with the same consanguinity, in-law, brother or sister, or cohabited relative who take permanent cohabitation as the purpose, or a misfortune suddenly happened due to force majeure causes, a certifying document should be attached when applying for absence from class.

The aforesaid application for absence from class should be submitted within 7 days after the absence period.

Article 14 Approval to be obtained: Absence from class for less than one day shall be approved by the life counselor. Absence from class for 1~3 days shall be approved by the adviser. Absence from class for 3~7 days shall be approved by the Department Chair (Director of Graduate Institute). Absence from class for more than 7 day shall be submitted to the Dean of College for approval.

Article 15 Having been approved by the Student Affairs Committee, submitted to the President and achieving the President's approval, the Guidelines are implemented as the announcement day. Any amendments to the Guidelines shall apply.