

# **National Sun Yat-Sen University**

## **Regulations for Leave Application and Test Resitting**

Amended and approved at the 124<sup>th</sup> Administrative Meeting, June 15, 2010

- Article 1 A student who takes a sick leave during the examination has to submit the certificate issued by the NSYSU Health Center clinic or a contracted hospital (medical center, regional hospital and district hospital only) of the Bureau of National Health Insurance; a student who takes a personal leave (only for illness or funeral arrangements of the lineal relative, or for special reasons that hinder the attendance at the examination) has to submit an official certificate and apply for the leave to the Office of Student Affairs in advance.
- Article 2 For a student who becomes sick or has an accident suddenly and cannot take the leave in time, the parent (or guardian) is requested to inform the university on the current day and submit official certificates within three days to carry out the leave application procedure.
- Article 3 For a student who needs to take an official leave during the examination, the unit that needs the student must issue a written certificate as the basis to apply for the leave.
- Article 4 A student who took leave during an examination is not allowed to resit without prior confirmation by the signature of the teacher and consent of the dean of the Office of Academic Affairs.
- Article 5 The teacher of the course concerned has the right to handle the resit for a student who takes leave during the midterm examination.
- Article 6 The resit for individual examinations during the semester is handled according to Article 44 of the Academic Policies of the university.
- Article 7 The Regulations are approved at the meeting of academic affairs and implemented after approved by the president. The same procedure is applicable to the amendment of the Regulations.

中英文版本如有牴觸或不相符之處，應以中文版本為準。

The regulations in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.

# 學生考試請假及補考辦法

99.6.15 本校第 124 次教務會議修正通過

- 一、 學生於考試期間因病請假，請檢具本校健康中心診所或健保局特約醫院（限醫學中心、區域醫院或地區醫院）所出具之證明書；因事請假（限直系親屬病喪，或特殊事故無法按時到考）請檢具正式證明，於事前向學務處請假。
- 二、 學生臨時患病或遇意外事件不及請假時，請學生家長（或監護人）於當日通知學校，並請於三日內提出正式證明文件補辦請假手續。
- 三、 學生於考試期間公假，需事前請派赴公務單位出具書面證明，依規定辦理請假手續。
- 四、 學生考試請假需請任課老師簽章經教務長同意後方准參加補考。
- 五、 期中考試請假之補考，由該科任課教師自行決定辦理。
- 六、 學期考試補考依學則第四十四條辦理。
- 七、 本辦法經教務會議通過，陳請校長核定後實施，修正時亦同。