

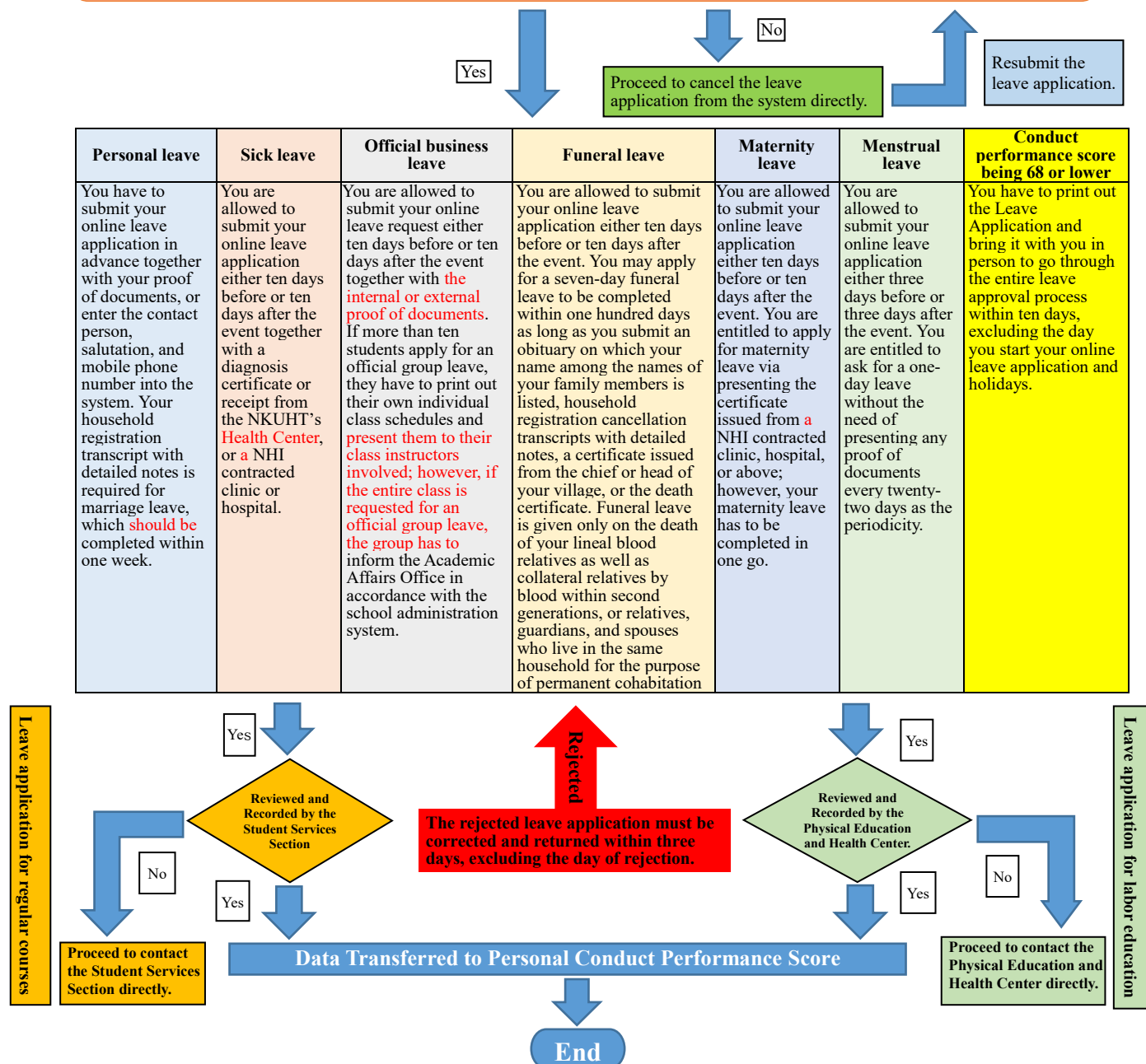
National Kaohsiung University of Hospitality and Tourism

Flowchart for Student Leave Application

Students' absence from classes due to important matters, sickness, official business, funerals, parturition, or menstruation

Log in to the Student Affairs Information System at the website of MyNKUHT before the deadline for leave application → Enter the information for "Personal Leave Application" → Upload your proof of documents → No need to print out your Leave Application (however, if your conduct performance score is 68 or lower, you should still print out the Leave Application and go through the entire leave approval process.)

<https://cip.nkuht.edu.tw/index.do?thetime=1621556350203>



Leave application approval process and reminders:

- Leave for two days or less: Your leave application has to be previewed by your academic instructor and the Student Services Section, and then be approved by either your counseling military instructor or the chief of the Student Services Section.
- Leave for three to six days: Your leave application has to be previewed by your academic instructor, Department Chair, and the Student Services Section, and then be approved by either your counseling military instructor or the chief of the Student Services Section.
- Leave for seven days or more: Your leave application has to be finally approved by the Dean of Student Affairs upon the completion of the bureaucratic sign-off process.
- The leave application for official business leave, regardless of the duration, has to go through the bureaucratic sign-off process upon the completion of the sign-off of the Chair of your institute, department, or division (program).
- The application procedure for leave for labor education shall follow the process set by the Sports Competition and Campus Service Section of the Physical Education and Health Center.
- Your online leave application for all types of leave shall be completed within three days upon the end of the course in a semester.
- Upon the completion of your online leave application, you should always check the leave approval status in the online leave application system, and remind the corresponding approver at each step of the process if a delay in approval occurs. Please proceed to contact the Student Services Section directly within ten days if you have any questions after your online leave application. Your question will not be accepted if you are overdue.
- Please consult the NKUHT's Student Leave Regulations for other relevant provisions.

The unit accountable for this regulation: Student Services Section, Student Affairs Office