

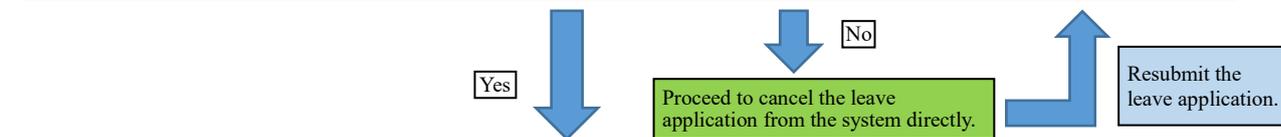
National Kaohsiung University of Hospitality and Tourism

Flowchart for Student Leave Application

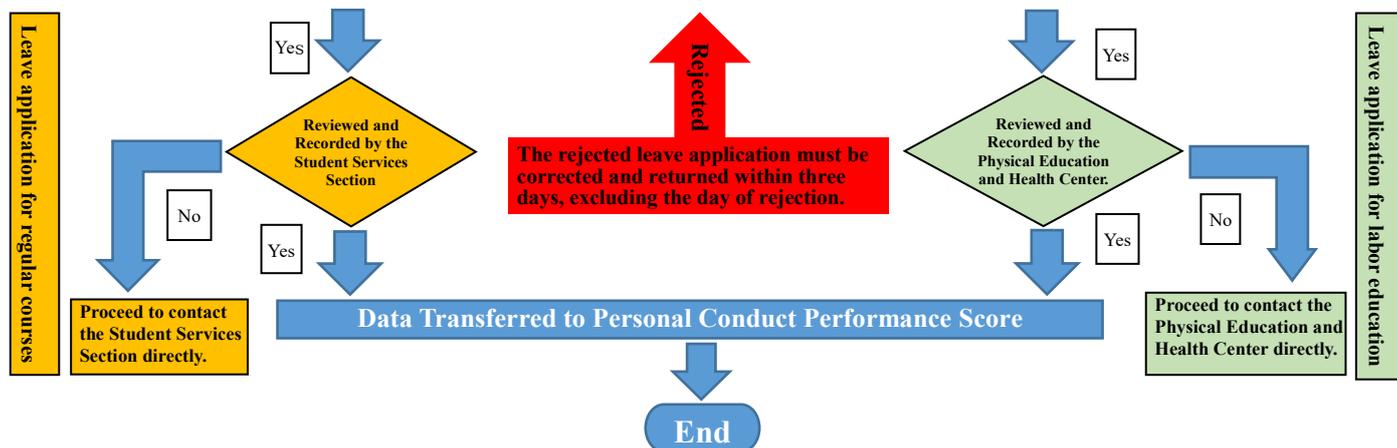
Students' absence from classes due to important matters, sickness, official business, funerals, parturition, or menstruation

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>



Personal leave	Sick leave	Official business leave	Funeral leave	Maternity leave	Menstrual leave	Conduct performance score being 68 or lower
You have to submit your online leave application in advance together with your proof of documents, or enter the contact person, salutation, and mobile phone number into the system. Your household registration transcript with detailed notes is required for marriage leave, which should be completed within one week.	You are allowed to submit your online leave application either ten days before or ten days after the event together with a diagnosis certificate or receipt from the NKUHT's Health Center, or a NHI contracted clinic or hospital.	You are allowed to submit your online leave request either ten days before or ten days after the event together with the internal or external proof of documents. If more than ten students apply for an official group leave, they have to print out their own individual class schedules and present them to their class instructors involved; however, if the entire class is requested for an official group leave, the group has to inform the Academic Affairs Office in accordance with the school administration system.	You are allowed to submit your online leave application either ten days before or ten days after the event. You may apply for a seven-day funeral leave to be completed within one hundred days as long as you submit an obituary on which your name among the names of your family members is listed, household registration cancellation transcripts with detailed notes, a certificate issued from the chief or head of your village, or the death certificate. Funeral leave is given only on the death of your lineal blood relatives as well as collateral relatives by blood within second generations, or relatives, guardians, and spouses who live in the same household for the purpose of permanent cohabitation	You are allowed to submit your online leave application either ten days before or ten days after the event. You are entitled to apply for maternity leave via presenting the certificate issued from a NHI contracted clinic, hospital, or above; however, your maternity leave has to be completed in one go.	You are allowed to submit your online leave application either three days before or three days after the event. You are entitled to ask for a one-day leave without the need of presenting any proof of documents every twenty-two days as the periodicity.	You have to print out the Leave Application and bring it with you in person to go through the entire leave approval process within ten days, excluding the day you start your online leave application and holidays.



Leave application approval process and reminders:

1. 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.
2. 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.
3. 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.
4. 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).
5. 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.
6. Your online leave application for all types of leave shall be completed within three days upon the end of the course in a semester.
7. 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.
8. Please consult the NKUHT's Student Leave Regulations for other relevant provisions.

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