

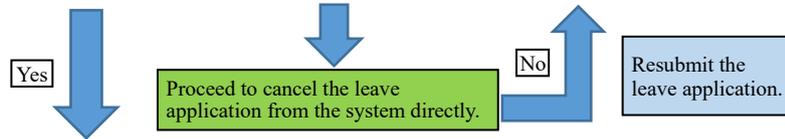
# National Kaohsiung University of Hospitality and Tourism

## Flowchart for Student Leave Application

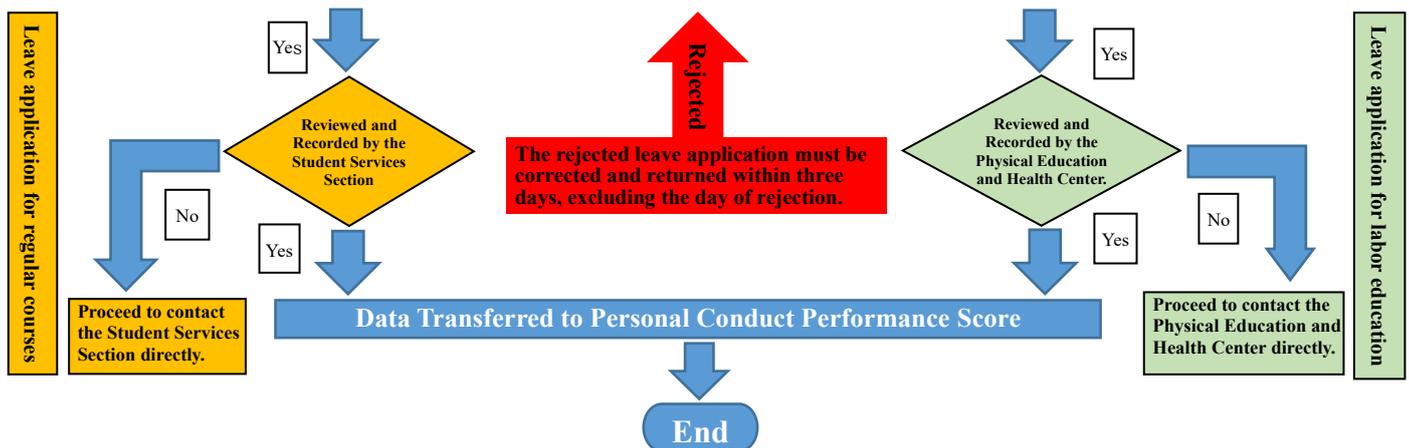
Students' absence from classes due to important matters, sickness, official business, funerals, parturition, or menstruation

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>



事假 Personal leave	病假 Sick leave	公假 Official Leave	喪假 Bereavement Leave	產假 Maternity leave	生理假 Menstrual Leave	身心調適假 Mental and Physical Adjustment Leave	校務行政假 Administrative Leave for School Affairs	防災防疫假 Disaster and Epidemic Prevention Leave	品行成績68分以下者 Conduct performance score being 68 or lower
Should be applied either in advance or within 3 days after the event.	Should be applied either in advance or within 10 days after the event.	Should be applied either in advance or within 10 days after the event.	Should be applied either in advance or within 10 days after the event.	Should be applied either in advance or within 10 days after the event.	Should be applied either 3 days in advance or within 3 days after the event.	Should be applied on the day of the event or within 3 days afterward.	Should be applied either in advance or within 10 days after the event.	Apply on the same day or within 10 days afterward.	All types of leave must be applied for within the prescribed time limits.
When applying, no supporting documents are required; however, applicants must fill in "Emergency Contact," "Relationship with Contact," "Contact's Mobile Number," and "Reason for Leave." Students under 18 years old must additionally provide a legal guardian's consent form. For marriage leave, a household registration transcript with detailed records must be submitted, and the leave should be taken within one week.	Provide a receipt or medical certificate from a National Health Insurance-contracted clinic or hospital on the day of the visit, or a certificate issued by the university health center. For leave of two or more days (inclusive), a medical certificate from the aforementioned medical institution is required, with the physician's recommendation specifying the exact rest period.	Provide internal or external supporting documents. For two or more people (inclusive), a group official leave application should be submitted. For ten or more people (inclusive), a common class schedule must be printed and submitted, with each instructor's acknowledgment. For an entire class requesting leave, it must be submitted to the Academic Affairs Office according to the academic system.	Provide a funeral notice in the applicant's name, a household registration transcript with detailed records, a certificate from the village/neighborhood chief, or a death certificate. Leave is limited to direct blood relatives and collateral relatives within the second degree, or relatives, guardians, or spouses living together for permanent cohabitation. A 7-day leave may be taken, which must be completed within 100 days starting from the day after the date of death.	Provide a certificate issued by a National Health Insurance-contracted clinic or hospital. Maternity leave should be taken in a single continuous period.	No supporting documents are required. Leave is granted once per 22-day cycle, with a maximum of one day per cycle.	Leave is limited to three days per semester. No supporting documents are required for a one-day leave; however, for two consecutive days, outpatient records from a medical institution or relevant counseling agency are required, and for three consecutive days, a medical certificate must be provided.	Provide a meeting notice or proof of attendance for major meetings concerning student rights, where the student is an ex-officio representative. Leave may be requested only for the following types of meetings: *University Affairs Meetings *Academic Affairs Meetings *Student Affairs Meetings	Applicable in cases of class suspension due to natural disasters or mandatory quarantine for legally designated infectious diseases, as announced by the responsible government authorities. For natural disasters (e.g., typhoons, etc.), applicants must provide relevant round-trip tickets, toll receipts, or clear photos showing the applicant with the surrounding environment as evidence. For infectious diseases, a medical certificate from a National Health Insurance-contracted clinic or hospital is required, specifying the type of infectious disease and the physician-recommended period of rest.	For the types of leave listed on the left, if the student's conduct score is 68 or below at the time of application (or becomes 68 or below during the system approval process), the student must personally submit a paper leave form and complete the paper-based approval procedure within 10 days (for end-of-term leave, within 3 days after the course ends).



- 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