

國立高雄餐旅大學學生請假規則

National Kaohsiung University of Hospitality and Tourism - Student Leave Regulations

85年4月23日第18次行政會議審議通過
Approved at the 18th Administrative Committee Meeting on April 23, 1996
91年4月11日第47次行政會議修正通過
Amended and approved at the 47th Administrative Committee Meeting on April 11, 2002
97年8月19日第184次行政會議修正通過
Amended and approved at the 184th Administrative Committee Meeting on August 19, 2008
99年7月28日第224次行政會議修正通過
Amended and approved at the 224th Administrative Committee Meeting on July 28, 2010
99年9月16日第228次擴大行政會議修正通過
Amended and approved at the 228th Expanded Administrative Committee Meeting on September 16, 2010
99年11月4日99學年度第1學期第2次臨時校務會議修正通過（授權統一修正校名）
Amended and approved at the 2nd Extraordinary University Affairs Meeting of the 1st Semester of the 99th Academic Year on November 4, 2010
(with authorization to standardize the university name).
100年1月6日第235次行政會議修正通過
Amended and approved at the 235th Administrative Committee Meeting on January 6, 2011
103年7月30日第309次行政會議修正通過
Amended and approved at the 309th Administrative Committee Meeting on July 30, 2014
103年12月25日103學年度第1學期第1次校務會議通過(法規最末條文統一修正)
Approved at the 1st University Affairs Meeting of the 1st Semester of the 103rd Academic Year on December 25, 2014
(with standardized amendments to the final article of the regulations).
105年5月5日第305次擴大行政會議修正通過
Amended and approved at the 305th Expanded Administrative Committee Meeting on May 5, 2016
105年8月10日本校第357次行政會議修正通過（授權統一修正應更新之單位名稱或職稱）
Amended and approved at the 357th Administrative Meeting of the University on August 10, 2016 (with authorization to
standardize and update unit names or job titles as necessary).
105年9月22日第360次行政會議修正通過
Amended and approved at the 360th Administrative Committee Meeting on September 22, 2016
106年12月13日配合本校組織規程教育部台教技（二）字第1060179646號函核定修正(原職稱、組織名稱)
Tai Jiao Ji (2) Zi No. 1060179646 (under the existing position titles and organization names) on December 13, 2017
110年7月1日第467次行政會議修正通過
Amended and approved at the 467th Administrative Committee Meeting on July 1, 2021
113年4月10日第526次行政會議修正通過
Amended and approved at the 526th Administrative Committee Meeting on April 10, 2024
114年12月10日第560次行政會議修正通過
Amended and approved at the 560th Administrative Committee Meeting on December 10, 2025

第一條 依據本校學則第16條及為瞭解學生生活與身心狀況，並輔導學生專心向學，特訂定「學生請假規則」，以下簡稱本規則。

Article 1 In accordance with Article 16 of the University's Academic Regulations, and in order to understand students' living conditions and physical and mental well-being, as well as to guide students to focus on their studies, the "Student Leave Regulations" are hereby established (hereinafter referred to as "these Regulations").

第二條 凡本校學生因故不能出席各種課業、考試、註冊、服務教育及相關活動等集會，均應依本規則完成請假，凡未經准假而缺席者概以曠課論。

Article 2 Any student of the University who is unable to attend classes, examinations, registration, service-learning activities, related events, or other required gatherings for any reason shall apply for leave in accordance with these regulations. Any absence without prior approval shall be deemed an unexcused absence.

第三條 學生請假種類及應檢附之證明如下：

Article 3 The types of student leave and the required supporting documents are as follows:

一、事假：提出申請時免檢附證明文件，惟須填具「緊急聯絡人」、「與聯絡人關係」、「聯絡人手機」及「事由」，未成年學生則須另檢附法定代理人同意文件；婚假應檢附詳細記事之戶籍謄本，限一週內請畢。

1. Personal Leave: When submitting an application, no supporting documents are required. However, the applicant must provide the “Emergency Contact Person,” “Relationship with the Contact Person,” “Contact Person’s Mobile Number,” and the “Reason for Leave.” For minor students, an additional consent document from the legal guardian must be attached. For marriage leave, a household registration transcript with detailed records must be attached, and the leave must be completed within one week.

二、病假：持當日健保特約診所、醫院診斷證明書、收據或本校健康中心開立之證明；如需二日(含)以上請假，應有上開醫療院所建議延長之診斷證明(醫囑載有應休養之明確期間)。

2. Sick Leave: Applicants must provide a medical certificate, receipt from a National Health Insurance contracted clinic/hospital on the same day, or a certificate issued by the school health center.

If two days (inclusive) or more of leave are required, a medical certificate from the above medical institutions recommending an extended leave (with a clear rest period stated in the doctor’s instructions) must be provided.

三、公假：

3. Official Leave:

(一)被指派代表本校校內、外公務、活動或比賽者，持有校內、外證明文件；為減少資源浪費及行政負擔，同班同課程二人(含)以上應以團體公假申請之，超過十人(含)以上須列印課表加會任課老師，全班請假依學制加會教務處。

3.1 Assigned duties: Students assigned to represent the university in on-campus or off-campus official duties, activities, or competitions must provide supporting documents issued by the university or external organizations. To reduce resource waste and administrative workload, if two or more students from the same class and course apply, a group official leave application should be submitted. If the number exceeds ten (including ten), a printed class schedule must be attached and approved by the course instructor. If the entire class applies for leave, approval from the Office of Academic Affairs is required according to the academic system.

(二)兵役事項：檢具兵役機關之證明文件。

3.2 Military service matters: Supporting documents issued by the military service authority must be provided.

(三)檢定或國家考試：持准考證或公務機關之到考證明文件。

3.3 **Qualification Examinations or National Examinations:** Applicants must provide the admission ticket (examination permit) or official proof of attendance issued by the relevant government authority.

(四) 業界實習面試、校外參訪與實習簽證：必須科系上或研究發展處、國際事務處簽證。

3.4 **Industry Internship Interviews, Off-Campus Visits, and Internship Visa Applications:** Approval must be obtained from the relevant department/program, the Office of Research and Development, or the Office of International Affairs.

(五) 學生服務機關指派：檢具服務機關公文等相關證明。

3.5 Assignments by student service organizations: Official documents or other relevant proof issued by the service organization must be provided.

(六) 具原住民族身分，依行政院原住民委員會公告所屬族群之歲時祭儀，並檢附現戶戶籍謄本、戶口名簿或政府機關所開具證明其族別之文件者，得申請公假三日(含)以內為限。

3.6 Students of Indigenous status may apply for up to three (3) days of official leave to attend the traditional ceremonies of their tribe, as announced by the Indigenous Peoples Commission of the Executive Yuan, upon submission of supporting documents verifying their tribal affiliation.

(七) 基於法定義務出席作證或擔任刑事被害人出庭，有相關單位出具證明文件者。

3.7 Legal obligations: Students required to appear in court as witnesses or as criminal victims fulfilling legal obligations must provide supporting documents issued by the relevant authority.

(八) 其他依法規定應給公假者。

3.8 Other circumstances: Other situations where official leave must be granted in accordance with applicable laws or regulations.

四、喪假：須檢附繁族內列有己名訃文或詳細記事之除戶戶籍謄本或村里鄰長證明或死亡證明書，但其對象僅限於直系血親及旁系二親等，或以永久共同生活為目的而同居之家屬、監護人、配偶死亡，得請喪假七日，限死亡日之次日起算百日內完成，超過部分以事假論。

4. Bereavement Leave:

Applicants must provide supporting documents such as an obituary listing the applicant's name among the surviving family members, a household registration transcript indicating the death record with detailed information, certification issued by the village/neighborhood chief, or a death certificate.

Bereavement leave is limited to cases involving the death of direct blood relatives, second-degree collateral relatives, family members living together for the purpose of permanent cohabitation, guardians, or a spouse. In such cases, students may apply for up to seven days of bereavement leave.

The leave must be taken within 100 days starting from the day after the date of death. Any leave exceeding this period will be counted as personal leave.

五、產前假、產假、陪產假：學生因懷孕、生產，持有健保特約診所、醫院以上出具之證明文件申請者；但請假以週計算者均含例假日；產假應一次請畢。

5. Prenatal Leave, Maternity Leave, and Paternity Leave:

Students who are pregnant or giving birth may apply for leave by submitting a medical certificate issued by a National Health Insurance - contracted clinic or hospital. Leave calculated by weeks includes weekends and regular holidays. Maternity leave must be taken in one continuous period.

(一)產前假：於分娩前，給產前假五日，得分次申請，不得保留至分娩後。

5.1 Prenatal Leave: Students are entitled to five days of prenatal leave before childbirth. This leave may be applied for in separate instances but cannot be carried over to after childbirth.

(二)產假：於分娩後，給產假八週。另以下情形，給產假如下：

5.2 Maternity Leave: After childbirth, students are entitled to eight weeks of maternity leave. In addition, the following provisions apply:

1. 妊娠三個月以上流產者，給假四週。

5.2.1 In the case of a miscarriage after more than three months of pregnancy, four weeks of leave will be granted.

2. 妊娠二個月未滿三個月流產者，給假一週。

5.2.2 In the case of a miscarriage between two and less than three months of pregnancy, one week of leave will be granted.

3. 妊娠未滿二個月流產者，給假五日。

5.2.3 In the case of a miscarriage before two months of pregnancy, five days of leave will be granted.

(三)陪產假：因配偶分娩，持有健保特約醫院以上出具之證明文件申請者，於配偶分娩之當日及其前後合計十五日期間內，給陪產假五日，得分次申請。

5.3 Paternity Leave: Students whose spouse gives birth may apply for five days of paternity leave by providing a medical certificate issued by a National Health Insurance - contracted hospital. The leave must be taken within a 15-day period starting from the day of childbirth and including the days before and after. The leave may be taken in separate instances.

六、生理假：限女生，以二十二日為週期，每週期一次，一次以一日為限不必持證明。

6. Menstrual Leave: Applicable to female students only. Based on a 22-day cycle, students may apply once per cycle, with one day per application, and no supporting documents are required.

七、身心調適假：學生覺察自己身心健康及情緒短期心理不適者，得提出申請，每學期准假以三日為限。一日請假無須檢附佐證，惟連續二日申請者須有醫療院所或相關輔導機構門診紀錄，連續三日者則須檢具診斷證明文件。

7. Mental Health Adjustment Leave: Students who perceive short-term psychological discomfort affecting their mental health or emotional well-being may apply for this leave. A maximum of three days per semester may be granted.
- One day: No supporting documents are required.
 - Two consecutive days: Outpatient records from a medical institution or relevant counseling organization must be provided.
 - Three consecutive days: A medical diagnosis certificate must be submitted.
- 八、校務行政假：出席關於學權應有學生當然代表之重大會議，如校務會議、教務會議、學務會議者，須有開會通知證明文件得申請之。
8. University Administrative Leave: Students who attend major meetings in which student representatives are required to participate regarding student rights, such as the University Council Meeting, Academic Affairs Meeting, or Student Affairs Meeting, may apply for leave by providing the meeting notice or related supporting documents.
- 九、防災防疫假：因天災或強制隔離之法定傳染疾病，經由政府權責機關發佈停班停課者適用之；因「天災」（如颱風…等）須檢具相關往返車票或過路繳費證明或當日本人與該周邊環境足可資證明之清晰合影（照）、因「疫病」須檢具健保特約診所或醫院診斷證明書（應載有「疫病」種類及醫囑應休養之明確期間）。
9. Disaster and Epidemic Prevention Leave: This leave applies when classes and work are suspended by the competent government authority due to natural disasters or legally mandated quarantine for infectious diseases.
- Natural disasters (such as typhoons): Applicants must provide supporting documents such as transportation tickets for the trip, toll payment records, or a clear photo taken on the same day showing the applicant together with the surrounding environment as proof.
 - Epidemics or infectious diseases: Applicants must provide a medical diagnosis certificate issued by a National Health Insurance – contracted clinic or hospital, which must specify the type of infectious disease and the physician-recommended period of rest.

前項未明列之假別，以「事假」申請。請假須附證明文件掃描電子檔上傳，如有虛構或偽造、向師長強索情事者，經查屬實，除缺課之節次以曠課論外，並依本校「學生獎懲辦法」懲處。

Leave types not listed above shall be applied for as Personal Leave. Applications for leave must include scanned electronic copies of supporting documents uploaded to the system. If any fabrication, falsification of documents, or coercion toward instructors or staff is discovered and verified, the missed class periods will be counted as unexcused absences, and the student will also be subject to disciplinary action in accordance with the university's Student Reward and Disciplinary Regulations.

第四條 學生請假程序、准假權限及期限：

Article 4 Procedures, Approval Authority, and Time Limits for Student Leave Applications：

一、從校園入口網「在校生校務系統」登錄「個人請假申請」資料。

1. Log in to the “Student Affairs System” through the university’s Campus Portal and enter the “Personal Leave Application” information.

二、完成線上請假，並上傳證明文件後，免列印紙本請假單，由系統依流程完成線上簽核；操行低於六十八分(含)者，仍應列印紙本請假單(A4標準規格紙張)，親持紙本假單十日內完成跑單程序，但當日及假日不含在內；惟期末應於課程結束後三日內完成；請假程序、准假權限及期限同線上簽核。

2. After completing the online leave application and uploading the required supporting documents, no printed leave form is required. The system will complete the approval process through online authorization according to the designated workflow.

However, students whose conduct score is below 68 points (inclusive) must still print the leave application form (A4 standard size) and personally submit the printed form to complete the approval process within ten days, excluding the day of application and holidays.

For end-of-semester applications, the procedure must be completed within three days after the course ends. The leave procedures, approval authority, and deadlines are the same as those for the online approval process.

三、線上准假權限如下：

3. Online Leave Approval Authority:

(一)二日內：由導師、生輔組初審、輔導教官或生輔組組長簽核即可。

- 3.1 Up to 2 days: Approval by the advisor, initial review by the Student Life Guidance Section, counseling officer, or head of the Student Life Guidance Section is sufficient.

(二)三至六日：由導師、主任、生輔組初審、輔導教官、生輔組組長簽核。

- 3.2 3to6days: Approval required from the advisor, department/program director, initial review by the Student Life Guidance Section, counseling officer, and head of the Student Life Guidance Section.

(三)七日以上：經逐級核簽後由學務長核定。

- 3.3 More than 7 days: After step-by-step approval, final authorization is granted by the Dean of Student Affairs.

(四)公假不論日數，須陳送所系科(學程)主任簽核後，逐級核簽。

- 3.4 Official leave: Regardless of duration, the application must first be submitted to the department/program director for approval and then proceed through step-by-step authorization.

四、線上請假期限：

4. Online Leave Application Deadlines:

(一)下列線上請假皆含假日，始日不計算：

- 4.1 The following online leave applications include holidays in the calculation, and the first day is not counted:

1. 事假：應事前或事後三日(含)內線上申請；但因突發事件或特殊情形，應於十日內檢附相關證明洽生輔組補辦請假。

4.1.1 Personal Leave: Applications must be submitted online either in advance or within three days (inclusive) after the leave. However, in cases of unexpected events or special circumstances, students must provide relevant supporting documents and contact the Student Life Guidance Section to complete the leave procedure within ten days.

2. 生理假：可事前三日或事後三日線上申請。

4.1.2 Menstrual Leave: Applications may be submitted online up to three days in advance or within three days after the leave.

3. 公假、病假、產假、喪假、身心調適假、校務行政假、防災防疫假：可事前或事後十日線上申請。

4.1.3 Official Leave, Sick Leave, Maternity Leave, Bereavement Leave, Mental Health Adjustment Leave, University Administrative Leave, and Disaster and Epidemic Prevention Leave:
Applications may be submitted online either in advance or within ten days after the leave.

(二)前目各類請假期限，應於期末課程結束後三日內，完成線上申請。

4.2 For all types of leave mentioned above, the online application must be completed within three days after the end of the semester's courses.

(三)線上請假後，應隨時至請假系統查閱准假情形，簽核延遲請自行提醒每一流程之批核者；申請後有問題請於十日內逕洽生輔組，逾期恕無法受理。

4.3 After submitting an online leave application, students should regularly check the leave system for approval status. If there is any delay in the approval process, students should remind each approver in the workflow. If there are any issues after submission, students should contact the Student Life Guidance Section within ten days. Late inquiries will not be accepted.

五、註冊之請假規定：學生因故註冊請假，應依照本校「學生註冊及註冊請假實施要點」辦理。

5. Leave for Registration: Students who need to apply for leave from registration due to special circumstances shall follow the regulations set forth in the university's "Implementation Guidelines for Student Registration and Registration Leave."

六、勞作教育：

6. Labor Education:

(一)學生因故不能參加勞作教育及課程者，比照一般請假手續辦理。

6.1 Students who are unable to participate in Labor Education or its courses due to special circumstances shall follow the same leave application procedures as general leave.

(二)勞作教育請假簽核流程依體育與健康中心/體育競賽活動暨勞作教育組設定辦理。

6.2 The approval workflow for Labor Education leave shall be handled according to the procedures set by the Center for Physical Education and Health / Sports Competition Activities and Labor Education Section.

第五條 學生缺課及曠課之處置依下列規定辦理：

Article 5 Handling of Student Absences and Unexcused Absences

一、缺課、曠課達某科目全學期上課時數三分之一者，依本校學則第三十七條規定，不得參加該科目學期考試。

1. If a student's absences or unexcused absences in a course reach one-third of the total class hours for the semester, the student shall not be allowed to take the semester exam for that course, in accordance with Article 37 of the University Academic Regulations.

二、事、病、公、缺課請假、曠課扣分標準按學生操行成績考查辦法辦理。

2. Deductions for personal leave, sick leave, official leave, general absences, and unexcused absences shall be applied according to the Student Conduct Score Assessment Guidelines.

三、未能出席學校相關活動、集會等，缺曠按實際時間計算，不足1小時者以1小時計算。

3. For failure to attend university-related activities, assemblies, or gatherings, absences shall be calculated based on the actual duration. Any duration less than one hour shall be counted as one hour.

第六條 本規則經行政會議通過，陳請校長核定後公布實施，修正時亦同。

Article 6 Implementation and Amendments These regulations shall be promulgated and implemented after approval by the Administrative Council and ratification by the University President. The same procedure shall apply to any amendments or revisions.

本規章負責單位：學生事務處生活輔導組

Responsible Unit for These Regulations: Student Affairs Office, Student Life Guidance Section