

Regulations for Leaves related to Students' Official Affairs

Last revised June 21, 1994

1. These regulations cover the execution and approval for students' official affairs, including reason and timing for leave applications, to avoid affecting student's studies and conduct grade records.
2. Students' leaves for official affairs can be separated into official leave, practicum leave, meeting leave, training leave, preparation leave. The details are as follows:
 - i. Official leave:
 - a. The Ministry of Education and other government departments have enacted the rules regarding official leave from school.
 - b. Students can apply for official leave if they are representing the school to participate in official activities or competition off campus.
 - c. Student is approved by the school as its designee in an official activity.
 - d. Any director of the school may offer proof that a student has participated in an official activity.
 - ii. Practicum leave:
 - a. Student's curriculum requires off-campus internship or interview.
 - b. Student is approved for practicum or interview by school.
 - iii. Meeting leave:
 - a. Student is approved to attend an off-campus meeting or activity by school.
 - b. Student participates in a meeting, lecture or activity held by school.
 - iv. Training leave:
 - a. Student participates in any kind of school sports practice.
 - b. Student participates in practice for any important student activity to be held by school.
 - v. Preparation leave:
 - a. Students who have been dispatched for service by any department in the school.
 - b. Student is approved to be dispatched for service or preparation for and important activity by school.
3. Student Official Affairs Leaves must follow these time-limit stipulations:
 - a. Official leave and Meeting leave depend on the time of the meeting or event.
 - b. Practicum leave: School of Communication majors may not request more than 36 hours for off-campus internship or interviews.
 - c. Training leave: off-campus competitions limited according to their schedule
 1. Student cannot be approved for over 152 hours per semester for off-campus competitions.
 2. Student cannot be approved for over 104 hours per semester for

non-competition practice time.

d. Preparation leave:

1. Commercial Design majors with an exhibition tour cannot be approved for more than 50 hours per semester.
2. In general, preparation leave depends on the time approved.

4. Procedure for Approval of Student Official Affairs Leave:

- a. Except for Practicum leave, which should be approved by the department director, other official affairs leaves should be approved by president, then submitted to the Student Advising Section of the Student Affairs Division (or Student Affairs Section on Taoyuan Campus) for processing.
- b. Except for Training leave, which can be applied for on the day following training, other official affairs leaves should be requested in advance. If there is any omission or tardiness in submission, the student should state a reason for this special case and then the leave will be processed after it's approved.
- c. If a student's request for official affairs leave exceeds the time-limit for that category (section 3 above), the leave will be recorded as personal leave.

5. These regulations are approved by the Student Affairs Committee and the president prior to being announced and implemented.