



China Medical University Guideline for Absences

*This version was approved by Administrative Meeting on 11 April
and issued on 26 April 2016 by **Office of Student Affairs***

- Article 1. All CMU students must follow this guideline for absences.
- Article 2. CMU must be notified for all absences including classes, exams, registration and other mandatory events.
- Article 3. Types of absences include:
- 1) Official Leave
 - a. Limited to attending public events in representing China Medical University or attending health check-up for the mandatory military service
 - b. Must provide proper documentation and notify the CMU officials 7 days before the absences.
 - 2) Funeral Leave: Need to provide the funeral invitation or the death certificate for blood relatives. Funeral leaves is limited to 7 days maximum.
 - 3) Maternity Leave: Need to provide doctor's notes
 - 4) Sick Leave: Need to provide doctor's note if the student needs to be out for 4 hours or more.
 - 5) Personal Leave: for personal affairs, family affairs, or weddings.
 - 6) Native Holiday Leave: Need to provide proper documentation to prove that the individual is recognized by one of the Taiwanese Indigenous Peoples.
- Article 4. For absences during registration and/or exam, please follow the guidelines set by the Office of Academic Affairs.
- Article 5. All absences must be approved before the student can leave school. For extreme situation when students need to leave right away, student must verbally notify their course instructor, advisor, and/or military education instructor before leaving school. Student must go online and send in the absentee paperwork within 10 days after their absences.
- Article 6. Student must go online to submit for absences and attach the required documents (digital copies). The following procedures must be followed and approved by the CMU before students can leave school.
- 1) Undergraduates:
 - a. Within 5 days: Class instructors -> Filing
 - b. 6 to 10 days: Advisors -> Department Chair -> Filing
 - c. 11 to 15 days: Advisors -> Department Chairs -> College Dean -> Filing
 - d. 16 to 30 days: Advisors -> Department Chairs -> College Dean -> Dean of Academic Affairs -> Filing
 - e. 31 days and above: Advisors -> Department Chairs -> College Dean -> Dean of Academic Affairs -> Chancellor -> Filing
 - d. Maternity Leave: Advisors -> Department Chairs -> College Dean -> Health Center -> Dean of Student Affairs -> Dean of Academic Affairs -> Chancellor -> Filing
 - e. Official Leave: Must include the Authorized Division

2) Graduate Students:

- a. 1st year Master or 1st and 2nd year Doctoral students:
 - i. Within 10 days: Department Chairs -> Filing
 - ii. 11 to 15 days: Department Chairs -> College Dean -> Filing
 - iii. 16 to 30 days: Department Chairs -> College Dean -> Dean of Graduate Affairs -> Filing
 - iv. 31 days and above: Department Chairs -> College Dean -> Dean of Graduate Affairs -> Chancellor -> Filing
 - v. Maternity Leave: Department Chairs -> College Dean -> Health Center -> Dean of Student Affairs -> Dean of Graduate Affairs -> Chancellor -> Filing
- b. 2nd year Master or 3rd year and above Doctoral students:
 - i. Within 10 days: Advisors -> Filing
 - ii. 11 to 15 days: Advisors -> Department Chairs -> College Dean -> Filing
 - iii. 16 to 30 days: Advisors -> Department Chairs -> College Dean -> Dean of Graduate Affairs -> Filing
 - iv. 31 days and above: Advisors -> Department Chairs -> College Dean -> Dean of Graduate Affairs -> Chancellor -> Filing
 - v. Maternity Leave: Advisors -> Department Chairs -> College Dean -> Health Center -> Dean of Student Affairs -> Dean of Graduate Affairs -> Chancellor -> Filing

- Article 7. If a student is absent without approval he or she will be marked as unauthorized absences. All unauthorized absences will be processed based on the guidelines from the Office of Academic Affairs.
- Article 8. If a student needs to extend their absences, they must follow the absentee submission procedure before they are allowed to extend their absences.
- Article 9. If a student returns to school before their submitted absence length, they may contact the Office of Student Affairs to cancel their absence submission.
- Article 10. If a student submits absences for a false reason, he or she will have to follow the procedure in the Student Code of Conduct.
- Article 11. All absences submissions need to go through the digital reporting system. Under the extreme circumstance, student may provide paper report.
- Article 12. During the period of student absentees, students are still bound by the Student Code of Conduct.
- Article 13. This guideline has been approved by the student affairs committee and the Chancellor of China Medical University. The same procedure will apply with any future changes made.