

學生考試請假及補考辦法

Regulations for Handling Students' Exam Leave and Retake

99.6.15 本校第124次教務會議修正通過

Amended and approved at the 124th Academic Affairs Council meeting on June 15, 2010

- 第一條、 學生於考試期間因病請假，請檢具本校健康中心診所或健保局特約醫院（限醫學中心、區域醫院或地區醫院）所出具之證明書；因事請假（限直系親屬病喪，或特殊事故無法按時到考）請檢具正式證明，於事前向學務處請假。
- I. Students taking a sick leave during the exam period shall submit authorized documentation issued by the University Health Center clinic or contracted hospitals (medical centers, regional, and district hospitals only) under the National Health Insurance Administration. Students taking a personal leave during the exam period due to the illness or funeral of immediate family members or justifiable reasons shall submit official proofs to the Office of Student Affairs in advance.
- 第二條、 學生臨時患病或遇意外事件不及請假時，請學生家長（或監護人）於當日通知學校，並請於三日內提出正式證明文件補辦請假手續。
- II. For students unable to apply for a leave due to sudden illness or an unexpected incident, their parents (or guardians) shall inform the University on the day of exam, and provide official documentation within three (3) days to complete a leave application.
- 第三條、 學生於考試期間公假，需事前請派赴公務單位出具書面證明，依規定辦理請假手續。
- III. Students taking an official leave during the exam period shall apply for a leave in advance with documentation from the official unit to which they are assigned, and complete a leave application in accordance with the regulations.
- 第四條、 學生考試請假需請任課老師簽章經教務長同意後方准參加補考。
- IV. Students taking a leave during the exam period shall get the signature of the teaching faculty and approval from the vice president for Academic Affairs in advance before a retake.
- 第五條、 期中考試請假之補考，由該科任課教師自行決定辦理。
- V. Matters regarding the retake of the mid-term exam shall be handled by the teaching faculty of individual courses.
- 第六條、 學期考試補考依學則第四十四條辦理。
- VI. Matters regarding the retake of the final exam shall be handled in accordance with Article 44 of the *Academic Regulations*.

第七條、 本辦法經教務會議通過，陳請校長核定後實施，修正時亦同。

VII. These regulations are approved by the Academic Affairs Council and the President before implementation. Amendments to these regulations shall follow the same procedure.