

**NATIONAL TAIWAN OCEAN UNIVERSITY**  
**REGULATIONS GOVERNING APPLICATIONS FOR LEAVE OF ABSENCE FROM**  
**EXAMINATIONS**

Approved for amendment in the Academic Affairs Committee meeting in the First Semester of  
Academic Year 1997/98 on Dec. 20, 1997  
Promulgated pursuant to the NTOU Official Letter No. 0260 on Jan. 14, 1998  
Approved for amendment in the First Meeting of the Academic Affairs Committee in the First Semester  
of Academic Year 2007/08 on Sep. 20, 2007 (Amendment of Article 3)  
Approved for amendment in the Second Meeting of the Academic Affairs Committee in the First  
Semester of Academic Year 2007/08 on Dec. 18, 2007 (Amendment of Articles 3, 4, 5 and 7)  
Approved for amendment in the First Meeting of the Academic Affairs Committee in the Second  
Semester of Academic Year 2007/08 on March 27, 2008 (Amendment of Articles 1, 3, 4, and 5)  
Promulgated pursuant to the NTOU Order No. 0970005981K on June 5, 2008

Article 1

The Regulations are enacted in accordance with Article 32 of the Study Regulations of National Taiwan Ocean University (NTOU).

Article 2

Students are not allowed to apply for a leave of absence from examinations except for justified reasons or under special circumstances.

Article 3

Students applying for a leave of absence should comply with the following rules:

1. Students applying for a leave of absence should fill in the application form one week prior to the examination (student may request the application form from the Division of Registration and Curriculum/Division of Continuing and Extension Education) and attach related documents and certificates to the application form; application shall be filed with the Division of Registration and Curriculum (students of the continuing and extension education programs shall file applications with the Division of Continuing and Extension Education).
2. The application procedures should be completed prior to the examination except for under special circumstances. When necessary, students may verbally apply for a leave of absence to the Division of Registration and Curriculum over the phone, and then process applications within the prescribed deadline. Any applications filed beyond the deadline will not be processed.
3. Applications for a leave of absence less than one day shall be granted upon approval of the Director of the Division of Registration and Curriculum (Division of Continuing and Extension Education). Applications for a leave of absence at least two days but less than three

days shall be granted upon approval of the Dean of Academic Affairs. Applications for a leave of absence more than four days shall be granted upon approval of the President of the NTOU.

Students who cannot take the English Proficiency Examination due to unforeseen reasons should apply to the Foreign Language Teaching and Research Center for a leave of absence, and procedures of which shall be processed in accordance with the preceding provision.

#### Article 4

The justified reasons set forth in preceding Article 2 refer to the following circumstances:

1. official leave with documentary proofs
2. serious illness or injury with documentary proofs from a public hospital or a private hospital, and applications for a leave of absence shall be processed in accordance with Article 6 of the Regulations
3. death of a student's lineal relative(s) or spouse with an obituary or a death certificate
4. pregnancy-related personal or sick leave with the documentary proof
5. a student who attends an open external examination or a screening test with a valid permit of an examination admission
6. a student who needs to take care of or nurse his/her infants and has obtained the approval of the head of department or the director of graduate institute where the students are enrolled

#### Article 5

The special circumstances set forth in preceding Article 2 refer to the following circumstances:

1. natural or manmade disasters (such as earthquake, fire accident, flood, etc.) which result in the traffic disruption, or the damage to life or personal properties with the documentary proof
2. an NTOU student involved in a traffic accident with the documentary proof obtained from the police office
3. late arrival of the train or traffic congestion with the documentary proof obtained from agency of the public transportation

#### Article 6

When reasons provided by students for applications of a leave of absence are not covered in the Regulations, applications shall be reviewed and

determined by the Dean of Academic Affairs; an Academic Affairs Committee meeting may be convened for final decision when necessary.

Article 7

The Regulations shall be enacted for implementation upon the approval of the Academic Affairs Committee and the ratification of the President of National Taiwan Ocean University.

**Note : The Regulations are enacted in Chinese. In case of any discrepancy between the English version and the Chinese text, the Chinese text shall prevail.**