

National Sun Yat-Sen University

Regulations for Leave Application and Test Resitting

Amended and approved at the 124th Administrative Meeting, June 15, 2010

- Article 1 A student who takes a sick leave during the examination has to submit the certificate issued by the NSYSU Health Center clinic or a contracted hospital (medical center, regional hospital and district hospital only) of the Bureau of National Health Insurance; a student who takes a personal leave (only for illness or funeral arrangements of the lineal relative, or for special reasons that hinder the attendance at the examination) has to submit an official certificate and apply for the leave to the Office of Student Affairs in advance.
- Article 2 For a student who becomes sick or has an accident suddenly and cannot take the leave in time, the parent (or guardian) is requested to inform the university on the current day and submit official certificates within three days to carry out the leave application procedure.
- Article 3 For a student who needs to take an official leave during the examination, the unit that needs the student must issue a written certificate as the basis to apply for the leave.
- Article 4 A student who took leave during an examination is not allowed to resit without prior confirmation by the signature of the teacher and consent of the dean of the Office of Academic Affairs.
- Article 5 The teacher of the course concerned has the right to handle the resit for a student who takes leave during the midterm examination.
- Article 6 The resit for individual examinations during the semester is handled according to Article 44 of the Academic Policies of the university.
- Article 7 The Regulations are approved at the meeting of academic affairs and implemented after approved by the president. The same procedure is applicable to the amendment of the Regulations.

These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.