

China Medical University Leave of Absence Application Guidelines

Approved by the first Academic Affairs meeting of the first semester of the 2006 academic year on September 13, 2006
Amendment approved by the first Academic Affairs meeting of the first semester of the 2008 academic year on October 31, 2008
(Revised Article 2 and 3, and added Article 4)

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- Article 1 CMU has formulated the leave of absence application guidelines in accordance with the CMU Academic Regulations with the aim to protect students' rights and strengthen student roll status management.
- Article 2 A student may apply for a leave of absence in the event of the following conditions:
- (1) The student suffers from severe illness and is unable to recover within a short duration of time, and the student has obtained a hospitalization proof or diagnosis from a public or private teaching hospital.
 - (2) The student suffers from serious incidents due to force majeure and has submitted relevant documents of proof that have been reviewed and approved.
 - (3) The student holds a low-income household certificate issued by a village, township or district administration (low-income household statement invalid).
 - (4) Overseas Chinese students or foreign students who are unable to report to campus on time for the registration process.
 - (5) The student is summoned for military service and is in possession of the summon order.
 - (6) A student who is not a freshman in the In-service Master's/Doctoral Program and other in-service programs may apply for leave of absence if required by the laws and regulations of the organization at which he/she serves and with proof from the head of the organization.
 - (7) The student intends to pursue other interests.
 - (8) The student is pregnant, has given birth or is obligated to care for children aged three years or younger and holds relevant proof.
 - (9) The student suffers from other special incidents and has valid proof.
- Article 3 To apply for leave of absence, the student shall complete the leave of absence procedures with the Registration and Curriculum Section before any course taken in the current semester registers a score in the academic system. The student shall fill out the leave of absence application form and submit the proof of consent from the parents (or a legal guardian) and relevant documents and shall obtain approval from the advisor, department head, college head (graduates shall obtain approval from the instructing professor and the head of graduate school) and the dean of academic affairs. Upon approval, the student shall surrender the student ID to the Registration and Curriculum Section before applying for the Leave of Absence Certificate.
- Article 4 A student may take a maximum leave of absence of two academic years. The scores obtained during the current semester at the time of the application of the leave will not count towards the degree and the duration of the leave will not count towards the time limit for obtaining the degree. If a student takes leave of absence due to military service, pregnancy, childbirth or to care for children aged three years or under, the duration of the leave shall not count towards the limit for the duration of absence.
- Article 5 After the student applies for leave of absence and receives approval, CMU shall refund the student based on the "Procedure Directions Regarding Tuition Refunds for

University" promulgated by the Ministry of Education.

Article 6

These guidelines shall be announced and implemented after approval is obtained in an Academic Affairs meeting and from the President of CMU, the same shall apply to subsequent amendments.