

大葉大學學生考試假申請規定

85年01月11日教務會議通過

85年06月13日教務會議修訂

94年05月05日教務會議修訂

97年05月21日教務會議修訂

101年01月04日教務會議修訂

103年03月03日教務會議修訂

第一條 本校學生於排定考試期間，有下列情形之一者得申請考試假：

- 一、病假：學生因病申請考試假，應檢具醫療院所之診斷證明書；學生因重大傷病申請考試假，應檢具區域級以上醫院之診斷證明書或住院證明書。
- 二、事假：學生因事申請考試假，其事故以家庭重大變故為限。
- 三、公假：學生因公申請考試假，應提出派遣單位之證明文件。
- 四、喪假：學生因親屬身故申請考試假，應檢附訃文。
- 五、產假及育嬰假：學生因懷孕、分娩或撫育幼兒(三歲以下)申請考試假，應檢具醫療院所之診斷證明書或相關證明文件。
- 六、學生因其他事由申請考試假，應檢具相關證明文件辦理。

Regulation 1

You are allowed to apply for leave on tests in the following scenarios:

- a. sick leave: please provide hospital-residence proof or diagnostic report
- b. personal leave: applicable only when serious family-related issues take place
- c. business leave: please provide related documents
- d. funeral leave: applicable when family members pass away; please also provide related documents
- e. maternity/parental leave: please provide related documents
- f. others: please provide related documents

第二條 學生申請考試假，應於考試前完成請假手續，但因突發事件，得於考試當日通知教務處課務組，並於考試後三日內提出證明文件補辦請假手續，逾期概不受理。學生申請考試假三日以內者，由教務處課務組組長核准；四日以上者，由教務長核准。

Regulation 2

Leaves should be applied for before the official tests. In emergency cases, students can apply for leave on the test date and provide related documents to the Curriculum Section of Office of Academic Affairs for approval within three days.

第三條 學生申請考試假，經核准者，得予補考，但學期考試之補考不得請假。補考成績之計算規定如下：

- 一、因公假、喪假、重大傷病、懷孕、分娩或撫育幼兒(三歲以下)准假補考者：補考成績以實得分數計算。
- 二、因其他事故准假補考者：修讀學士學位學生補考成績六十分以上部分，研究生補考成績七十分以上部份，均以五折計算。

Regulation 3

When approved for leave, students can join the make-up tests. However, students can't apply for leave on the make-up tests. The grading for make-up tests abides by the following criterion:

- a. No points will be deducted for business leave, leave due to major injuries, maternity, parental leave (children aging under 3).
- b. Under the make-up test point punishment policy (applying for undergraduates), if your make-up test score is above the threshold point 60, some points will be deducted. For example, if your score is 80, the remaining points above 60 will be deducted by 50%. It means you will get $60+20*50%=70$. For graduate school students, the threshold point is 70.

第四條 學生因期末考試申請考試假而補考者，應於學校規定時間內辦理，但如遇特殊情況而需提前補考者，應提出申請並經教務單位核准後辦理，補考以一次為限。

Regulation 4

Once the leave application is approved by school, students need to join the follow-up make-up tests on designated dates. On special occasions where students need to take the make-up tests earlier than the designated dates, students need to apply for approval from school. The make-up test date can be extended for no more than one time.

第五條 本規定經教務會議通過後，陳校長核定後施行，修正時亦同。

Regulation 5

The afore regulations are put into effect upon Principal's approval.