

Regulations for Student Leave of Absence and Resumption of Studies of National Taipei University of Business

Approved by the 6th Academic Affairs Meeting of the 2nd Semester of Academic Year 2013 on June 24, 2014

Amended and approved at the 1st Academic Affairs Council Meeting of the 1st semester of Academic Year 2017 on September 29, 2017

Amended and approved at the 2nd Academic Affairs Council Meeting of the 2nd semester of Academic Year 2019 on May 14, 2020

Amended and approved at the 1st Academic Affairs Council Meeting of the 2nd semester of Academic Year 2022 on April 11, 2023

Amended and approved at the 1st Academic Affairs Council Meeting of the 1st semester of Academic Year 2023 on October 18, 2023

- Article 1 These Regulations are established, in accordance with the relevant regulations of the Ministry of Education and the Academic Regulations of National Taipei University of Business, for the administration of matters relating to student leave of absence and resumption of studies.
- Article 2 Newly admitted students and transfer students may apply for a leave of absence only after completing the registration procedures in their first semester of enrollment.
- Article 3 Leaves of absence for students of the University are classified into two types: mandatory leave and voluntary leave.
- Article 4 A student who falls under any of the following circumstances shall be required to take a mandatory leave of absence:
- I. The student suffers from a disease subject to public health prevention and control requirements. (One academic year)
 - II. The student has undertaken military service or is not subject to military service, and must repeat (or make up) courses in the subsequent semester of an extended period of study but has no courses available to take in the current semester (one semester): if registration is required, male students applying for a deferment of conscription shall enroll in at least one course.
- Article 5 A student who falls under any of the following circumstances may apply for a voluntary leave of absence:
- I. The student requires long-term recuperation or treatment due to illness.
 - II. The student has experienced a major incident involving a lineal relative, or the student's family is in financial difficulty.
 - III. The student applies for a leave of absence to engage in employment.
 - IV. Where the student performs military service in accordance with the Military Service Act.
 - V. Where, during the semester, the student is pregnant, gives birth, or needs to care for a child under three years of age.
 - VI. Where a newly admitted student in a four-year program participated in the Youth Education and Employment Savings Account Program prior to enrollment.
 - VII. Where other special reasons have been approved.
- Article 6 The duration of a leave of absence may be approved by the University for one semester, one academic year, or two academic years. Upon the expiration of a two-year leave of absence, if a student is unable to resume studies in a timely manner, the duration may,

upon approval of a special application, be extended as necessary, provided that the extension shall not exceed two academic years.

Article 7 A student who applies for a voluntary leave of absence for any reason shall submit a leave of absence application form; a minor student shall additionally submit a letter of consent from a parent or legal guardian, and shall complete the application in-person at the University no later than seven days (including holidays) before the start date of the final examinations of each semester. The leave of absence procedure is deemed completed only after the application is approved and all departure procedures are completed; late applications shall not be accepted.

Article 8 Grades for the semester in which a student takes a leave of absence shall not be calculated, and the leave of absence period shall not be included in the calculation of the student's actual period of study.

Article 9 During the leave of absence period, the student shall not return to the University to repeat (or make up) courses for credits.

Article 10 A student who takes a leave of absence for conscription and military service shall submit, at the time of application or upon completion of service, a photocopy of the conscription notice, discharge order, or other relevant supporting documents. The period of military service shall not be counted toward the leave of absence duration, and the leave of absence period shall not be included in the period of study.

Article 11 A student who applies for suspension of studies due to pregnancy, childbirth, or to raise a child under three years of age shall submit relevant supporting documents with the application. The suspension period applied for under the preceding paragraph shall not be counted toward the suspension limit. Upon the expiration of the suspension period, the student shall submit the child's birth certificate or relevant supporting documents to apply for resumption of studies.

A student who applies for suspension of studies to participate in the Youth Education and Employment Savings Account Program shall submit relevant supporting documents with the application. The suspension period applied for under the preceding paragraph shall not be counted toward the suspension limit, and the cumulative period shall be limited to a maximum of three academic years. Upon the expiration of the suspension period, the student shall submit proof of employment, service, or relevant supporting documents to apply for resumption of studies.

Article 12 During the leave of absence period, if a student demonstrates commendable conduct or commits misconduct in violation of University rules, the University shall, depending on the circumstances, grant awards or impose disciplinary actions in accordance with the Student Rewards and Disciplinary Regulations.

Article 13 Upon the expiration of the leave of absence period, the student shall submit an application to resume studies or to extend the leave of absence; failure to resume studies by the due date shall be deemed voluntary withdrawal.

Article 14 The following students may, upon the expiration of a two-academic-year leave of absence period, submit supporting documents and apply for a special-case extension of

the leave of absence:

- I. Upon the expiration of the leave of absence period, the student shall submit an application to resume studies or to extend the leave of absence; failure to resume studies by the due date shall be deemed voluntary withdrawal.
- II. Where a student has applied for a leave of absence to engage in employment, the leave of absence may, upon approval, be extended for one to two academic years.

Article 15 When resuming studies, a student on leave shall re-enter the year level that properly connects with the original department/program/division in which the student was enrolled; where the student took the leave of absence mid-semester, the student shall, upon resumption, re-enter the same year level in which the leave of absence was taken. When a student resumes studies, if required courses of the original department/program/division cannot be taken due to curriculum adjustments, the University shall provide guidance for the student to take courses in another department/program/division; where the original department/program/division has been discontinued, the University shall provide guidance for the student to transfer to an appropriate department/program/division for enrollment.

Article 16 For students conscripted for military service during their studies who resume studies after enlistment, the University shall, under the circumstances below, provide course articulation and learning support:

- I. Completion of service: The student shall resume studies in the academic year or semester that properly articulates with the original teaching unit in which the student was enrolled.
- II. Discharge during basic training: Where a student is discharged pursuant to the Rules Governing Conscription Physical Examination, the student shall, after discharge, resume studies in the academic year or semester that properly articulates with the original department/program in which the student was enrolled.
- III. Suspension of service due to illness: Where a student's service is suspended due to illness pursuant to the Military Service Act, the University shall assist the student, based on the student's medical treatment or recuperation needs, in arranging a subsequent study resumption plan for recovery.

Article 17 For students who resume studies after extending their leave of absence due to employment, if more than five years have elapsed since the student passed professional courses, the student shall apply for credit transfer and exemption in accordance with the Regulations for Course Credit Transfer and Exemption for Students; such credits may be counted toward graduation credits only after approval of the transfer and exemption.

Article 18 A student approved for a one-academic-year or two-academic-year leave of absence who wishes to resume studies early due to the cessation of the leave reason shall submit the request no later than one week before the tuition payment and registration deadline of the semester concerned.

A student granted deferred enrollment who wishes to resume (enroll) earlier is limited to applying in the first semester (August each year); applications may not be made in the

second semester.

In the semester of early resumption, the number of credits taken shall not be fewer than the prescribed minimum credit requirement (including previously failed courses).

Article 19 Matters not provided herein shall be handled in accordance with the provisions of applicable laws and regulations.

Article 20 These Regulations shall be implemented after approval by the Academic Affairs Meeting and submission to the President for ratification; the same shall apply to any amendments.