

Regulations for the Handling of Absences from Final Exams and Make-up Exams at I-Shou University

Adopted on November 30, 1990 by the University
Academic Council

Adopted on May 29, 2002 by the University Academic
Council

Adopted on March 5, 2003 by the University Academic
Council

Adopted on August 25, 2008 by the University Academic
Council

- Article 1 If a student is unable to take a final exam due to illness, he/she is required to provide a certificate issued by a public hospital or a Level 2 teaching hospital (or higher). If a female student applies for maternity leave during the final exam week, she shall provide a certificate issued by an NHI-contracted hospital or a clinic. Applications for personal leave shall be completed in advance with supporting documents and submitted to the Office of Student Affairs before the scheduled exam date.
- Article 2 If a student has experienced a sudden illness or other emergency, his/her parent (guardian) shall notify his/her department (program or institute) and the responsible course instructor on the same day, and he/she shall complete the application for leave within three days along with supporting documents.
- Article 3 If a student intends to take official leave during the final exam week, he/she shall complete the application in advance along with an official document issued by the academic/administrative unit-in-charge in accordance with the applicable rules of the University.
- Article 4 If a student has experienced a death of a lineal relative or a sibling, he/she may apply for bereavement leave during the final exam week. As for the death of a relative other than a lineal relative or sibling, he/she may apply for personal leave.
- Article 5 To take leave of absence during the final exam week, students shall not only file an application to the Office of Student Affairs but also have the application forwarded to the Dean of Academic Affairs for approval by the Curriculum Section; otherwise, they will be barred from taking a make-up exam.
- Article 6 Course instructors may schedule a mid-term make-up exam at their discretion.

Article 7 Final make-up exams shall be arranged by the Curriculum Section of the Office of Academic Affairs.

Article 8 The Regulations become effective after being adopted by the University Academic Council and ratified by the President. The same procedure applies to any amendment to the Regulations.

Note: In the event of any disputes or misunderstanding as the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.