

## Leave Policy for Daily and Mentor Meetings

1. Except for national holidays, doctoral students of the Department shall always ask for leave when they are unable to attend daily activities or participate in mentor meetings.

2. The categories of leaves for doctoral students of the Department are as follows:

(1). Official leave

Participants in examinations, assemblies and other activities in accordance with university regulations. Participants in gatherings and other activities in accordance with government regulations.

(2). Personal leave

Personal matters. Participants in research projects hosted by professors in the Department who need to travel and cannot attend. (Please submit "Case Report".)

(3). Sick leave

(4). Marriage/funeral leave

3. Leave request procedures for doctoral students of the Department are as follows:

Leave	Time to Submit	Documents to be	Submit Request to	Approval
Official	Before	Related	Administrative	Head of the
Personal leave	Before	For personal matters, please	Administrative Assistant	Head of the Department

Sick leave	Before and After	Supporting	Administrative	Head of the
Marriage/fu	Before	Supporting	Administrative	Head of the

4. Leave quota per semester for doctoral students in the Department: 10 leaves for daily attendance; for mentor leaving, students in their first and second year may take no more than 1 leave, and students in their third year or above may take no more than 4 leaves. Special situations shall be handled by the head of the Department case by case.
5. These rules shall be announced and implemented upon approval by the head of the Department.