

臺北醫學大學考試請假及補考成績計算辦法

Taipei Medical University Regulations Governing a Leave Application for Not Attending Exams and Calculation of Make-up Exam Scores

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第一條 (目的)

本校為使因故不能如期參加考試之學生得以補考，特訂定考試請假及補考成績計算辦法（以下簡稱本辦法）。

Article 1 (Purpose)

The University has enacted the Regulations Governing a Leave Application for Not Attending Exams and Calculation of Make-up Exam Scores (hereinafter referred to as the “Regulations”) to enable students who cannot attend exams for some reason to retake them.

第二條 (考試定義)

本辦法所稱之考試，係指期中考試與期末考試及畢業考試。

Article 2 (Definition of exams)

The exams as specified in the Regulations refer to mid-term exams, final exams, and graduation exams.

第三條 (考試假假別定義)

本校學生於排定考試期間，有下列情形之一者得辦理考試假：

The above rules are available in both Chinese and English. In the event of discrepancies, the Chinese version shall prevail.

- 一、喪假：學生或其配偶之直系親屬、配偶或兄弟姐妹喪亡，或其他親屬喪亡經特別簽准者，須檢具證明辦理。
- 二、公假：
 - (一)因本校指派擔任或辦理公務活動而代表出席校內外集會或兵役召集等事宜者，得由有關單位出示具體證明後辦理。
 - (二)具原住民族身分之學生遇原住民族歲時祭儀(依當年度原委會公告之日期辦理)，須檢具證明辦理。
- 三、病假：
 - (一)因病無法如期參加考試者，須檢具健保局特約醫院證明文件辦理。
 - (二)女性學生因生理日致出席考試困難者，無需出示醫院證明文件，但須於考試時間開始前，由本人或親友先以電話、書信或其他方式取得主授教師同意後辦理，每月以一日為限。
- 四、懷孕假：因懷孕無法如期參加考試者，須檢具醫院證明文件辦理。
- 五、產假：因生產無法如期參加考試者，須檢具醫院證明文件辦理。
- 六、撫育假：因撫育三歲以下子女之突發狀況者，得檢具有效證明文件辦理。
- 七、事假：學生因參加國家考試或校際選課以致與校內考試衝堂者，或因修讀輔系或雙主修以致與主修學系考試衝堂者，得檢具證明辦理。
- 八、除上述原因外，其他因人力不可抗拒因素所引起之重大事故，得以簽准之假別辦理。

Article 3 (Definition of types of leave applications for not attending exams)

Students of the University may make a leave application for not attending scheduled exams if one of the following conditions is met:

1. Bereavement leave: shall be granted to students

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2. Official leave:

- (1) Shall be granted to students or their spouses whose immediate family members, spouses, siblings, or other relatives have passed away. Supporting documents must be submitted.
- (2) Shall be granted to students with indigenous identity who need to attend tribal festivals (in accordance with dates of the tribal festivals announced by the Council of Indigenous Peoples in the current year). Supporting documents must be submitted.

3. Sick leave:

- (1) Those who cannot attend exams due to an illness must submit supporting documents issued by NHI-contracted hospitals.
- (2) Female students who have difficulty attending exams due to menstruation do not need to present supporting documents issued by hospitals. However, they or their family and friends must obtain consent from their instructors by phone, correspondence, or other means prior to the commencement of exams. Menstrual leave should be restricted to one day per month.

4. Pregnancy leave: Those who cannot attend exams due to pregnancy must submit supporting documents issued by hospitals.

5. Maternity leave: Those who cannot attend exams due to a delivery must submit supporting documents issued by hospitals.

6. Parental leave: Those who are raising children under the age of 3 and have an emergency must submit valid supporting documents.

7. Personal leave: Students whose participation in national exams or inter-university course selection clashes with on-campus exams, or whose exam dates for minor or double-major courses clash with those for major courses, may submit supporting documents and apply for personal leave.

8. Leave may be granted to students due to major incidents caused by human errors and other force majeure events, in addition to the aforementioned reasons.

第四條 (考試假辦理原則)

考試期間請假須於該科考試前辦理，喪假、公假與事假須事先核准，否則視同曠考。因病假、懷孕假、產假(含陪產假)、撫育假或突發事件得由本人或親友先以電話、書信或其他方式向所屬系所

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或主授教師報備，並於三日內檢具醫院證明或該突發事件之相關證明文件補辦請假手續(生理假需檢附考試開始前經主授教師同意之證明)，若學生因故無法親自辦理者，得委託親友代為辦理。

Article 4 (Principles for making a leave application for not attending exams)

A leave application for not attending exams must be made prior to the commencement of the exams. An application for bereavement leave, official leave, or personal leave must be approved in advance, otherwise students shall be deemed to have been absent from exams. An application for sick leave, pregnancy leave, maternity (including paternity) leave, parental leave, or leave due to an emergency may be made by students themselves or their family and friends by phone, correspondence, or other means to their departments/institutes or instructors. They should submit supporting documents issued by hospitals or related to the emergency within three days after taking leave and complete the leave application procedure (consent from their instructors prior to the commencement of exams is required for menstrual leave). If they cannot make leave applications in person, they may authorize their family and friends to act on their behalf.

第五條 (考試期間之突發狀況)

考試當時，如學生發生意外傷害或偶發疾病，由監試教師及有關單位人員查證屬實可立即至學務處辦理請假。

Article 5 (Having an emergency during an exam)

If students have an accident or an unexpected illness during exams, they can immediately apply for leave with the Office of Student Affairs upon verification by their invigilators and personnel of relevant units.

第六條 (考試假辦理方式)

學生考試請假需至學務處生活輔導組填具本校「學生期中/期末考試請假申請單」，並檢具相關證明文件，經主授教師、系所主管、生活輔導組、課務組簽核，由教務長核准後，得予補考一次。

Article 6 (How to make a leave application)

When making a leave application for not attending exams, students need to fill out the Leave Application Form for Not Attending Mid-term/Final Exam at the Life Guidance Section of the Office of Student Affairs. They should also submit relevant supporting documents. After the documents are

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signed and approved by their instructors, directors of their departments/institutes, the Life Guidance Section, and the Office of Academic Affairs, they may retake the exams once.

第七條 (考試假補考方式)

考試請假經准假者，由該生持准假單，於一週內至主授課教師處安排補考。

Article 7 (How to take a make-up exam after taking leave)

Within one week after their leave applications are approved, students shall present their approved leave forms to their instructors to be arranged for make-up exams.

第八條 (補考成績計算方式)

補考成績之計算方式如下：

一、喪假、公假、懷孕假、產假(含陪產假)、撫育假：經由本校准假補考者，其補考成績以實際成績計算。

二、病假：

(一)住院病假經由本校准假補考者，其補考成績以實際成績計算。

(二)非住院病假經由本校准假補考者，其補考成績如超過七十五分者，概以七十五分計算。非住院病假(不含生理假)若未能檢具健保局特約醫院診斷書者，則比照第八條第三款第一目事假標準計算。

三、事假：

(一)參加國家考試或校際選課經由本校准假補考者，其補考成績如超過六十分以上者，概以六十分計算；但碩、博士生修習研究所課程則以七十分計算。

(二)因修讀輔系或雙主修經本校准假補考者，其補考成績以實際成績計算。

四、經特別簽准之假別除另有規定外，其補考成績如超過六十分以上者，概以六十分計算；但碩、博士生修習研究所課程則以七十分計算。

五、考試請假未經准假者不得補考，該科成績概以零分計算。學生請假補考成績，由主授教師依本辦法之規範評定成績。

Article 8 (Methods of calculating make-up exam scores)

Methods of calculating make-up exam scores are as follows:

1. Bereavement leave, official leave, pregnancy leave, maternity (including paternity) leave, and parental leave: The make-up exam scores for those whose leave applications have been approved by the University shall be calculated based on their actual scores.
2. Sick leave:
 - (1) The make-up exam scores for those who were hospitalized and whose leave applications have been approved by the University shall be calculated based on their actual scores.
 - (2) If a make-up exam score for a student who was not hospitalized and whose leave application has been approved by the University is over 75, his/her score shall be counted as 75. The make-up exam scores for those who were not hospitalized (exclude menstrual leave) but failed to submit any medical certificate issued by NHI-contracted hospitals shall be calculated in accordance with Item 1, Subparagraph 3, Article 8 of the Regulations.
3. Personal leave:
 - (1) If the make-up exam score for a student who needs to participate in national exams or inter-university course selection and whose leave application has been approved by the University is over 60, his/her score shall be counted as 60. However, the score for a master's or Ph.D. student shall be counted as 70.
 - (2) The make-up exam scores for those who have minors or double majors and whose leave applications have been approved by the University shall be calculated based on their actual scores.
4. Unless otherwise specified, if the make-up exam score for a student whose leave application has been approved under special circumstances is over 60, his/her score shall be counted as 60. However, the score for a master's or Ph.D. student shall be counted as 70.

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5. Those whose leave applications are not approved shall not take a make-up exam. The exam scores for the courses they take shall be counted as 0. The make-up exam scores for those who make leave applications shall be determined by their instructors in accordance with the Regulations.

第九條 (未盡事宜)

本辦法如有未盡事宜，應依本校學則及相關規定辦理。

Article 9 (Matters not stipulated herein)

Matters not stipulated in the Regulations shall be handled in accordance with the University's Academic Policies and relevant regulations.

第十條 (核決權限)

本辦法經教務會議通過，呈請校長核定後施行，修正時亦同。

Article 10 (Level of authority)

The Regulations shall become effective after being approved at the Academic Affairs Meeting and submitted to the President for ratification. Any amendment to the Regulations shall follow the same procedure.