

學生公假核准原則

Principles Guiding Approval of Official Leave for Students

以下可核給公假：公假全學期累計申請節數不得超過總上課節數九分之一

Students may be granted official leave in the following circumstances:

(一)校外研習、會議、比賽或領獎活動：

For participation in off-campus conferences, seminars, competitions, and award ceremonies:

1、教育部舉辦者

Official leave is granted for events organized by the Ministry of Education.

2、教育部指導或委辦者（但應視其規模、重要性與業務特質評估說明暨審慎提出簽核）

Official leave is granted for events advised or commissioned by the Ministry of Education (but an official request must be submitted to assess the scope, importance and characteristics of the event).

3、其他政府部門或機關辦理（例如外交部、體育總會、全國性競賽、或視其規模、參與學校隊伍數、重要性與業務特質等評估說明暨審慎提出簽核）

Official leave is granted for activities organized by other government departments or agencies (e.g. the Ministry of Foreign Affairs, the Sports Federation, national competitions). Official requests must be submitted to assess the scope, the number of participating schools, importance and characteristics of the events.

4、國際性的活動：應以簽呈經核示辦理（例如：模擬聯合國會議、東北亞辯論賽等）

Official leave is granted for international activities (e.g. Model UN, North East Asian Open, etc.) after official requests are submitted and processed.

5、代表學校接受表揚：以學校代表身分出席領獎或奉派受獎之學生。非上述身分者一律以事假為之。

Official leave is granted to students receiving awards as representatives of the University or sent to receive awards. Others may take personal leaves.

(二)校內支援活動：

For assisting in on-campus activities:

1、辦理規模與性質屬全校性之大型聚會或活動（例如週朝會、英語初戀營、社彩繽紛活動、開學典禮或畢業典禮等）。

Official leave is granted for large-scale university-wide meetings or events (e.g. weekly morning assemblies, Falling in Love with English camps, Colorful Club shows, academic year opening ceremonies, commencement ceremonies, etc.)

2、教育部專案計畫或獎補助經費編列執行之重大活動（例如教卓計畫、學務經費統籌列管執行考核下的活動）。

Official leave is granted for major events related to special projects or grants sponsored by the Ministry of Education (e.g. Teaching Excellence Project, activities held with student affairs funds).

3、校級會議（校務會議、教務會議、學務會議必須出席之學生代表等）。

Official leave is granted for university events (e.g. University Affairs Committee meetings, Academic Affairs Committee meetings and Student Affairs Committee meetings where student representatives are present).

4、評鑑與訪視活動支援者或被訪約談者。

Official leave is granted for assisting in university evaluation or observation activities, or for serving as an interviewee.

- 5、其他政府部門指導或委辦專案計畫辦理之活動，應視其規模重要性與業務機動性簽核。

Official leave is granted for activities advised or commissioned by other government departments.

Official requests must be submitted to assess the scope, importance and characteristics of the events.

(三)校外支援活動：

For assisting in off-campus activities:

- 1、教育部舉辦者

Official leave is granted for activities organized by the Ministry of Education.

- 2、教育部或其他政府部門指導或委辦（例如教育部委託大仁科技大學辦理服務學習研習暨表揚大會、或應視其規模重要性與業務機動性簽核）

Official leave is granted for activities advised or commissioned by the Ministry of Education or other government departments (e.g. Service Learning Conference, Award Ceremony commissioned by the Ministry of Education and hosted by the Tajen University). Official requests must be submitted to assess the scope, importance and characteristics of other events.

- 3、各系所接辦的活動須上簽核示，本系生可給公假，外系參與學生應以事假（既屬邀請乃非強制性者，以事假處理，但若具爭議者則應上簽請核）

Official requests must be submitted for activities organized by the different departments and graduate institutes. Students in the department holding the activity may be given official leave. Students in other departments may be given personal leave. (When participation is by invitation rather than compulsory, students may take personal leave. When in doubt, submit an official request.)

(四)校內各單位所辦的活動：

For activities organized by different units within the University:

- 1、全校性的重要講習、活動等（牽涉校園重要安全衛生事項例如：登革熱防治講習、防震演習、火警逃生訓練等）。

Official leave can be granted for important university-wide seminars and activities (related to campus safety and health such as prevention of dengue fever seminars, earthquake drills, fire drills, etc.)

- 2、系級活動，諸如畢業專題：本系所中心開設的必選修課程學生可請公假，外系所中心開設的必選修課程應請事假。若已取得事先協商徵得外系所中心開設的必選修課程任課教師同意者需以簽呈辦理(但須載明相關授課教師會簽同意證明)。

Official leave can be granted for departmental activities like graduation projects. Official leave can be granted for missing classes of required and elective courses in students' own departments, graduate institutes and centers. Personal leave can be granted for missing classes of required or elective courses in other departments, graduate institutes and centers. If consent from instructors of other departments, graduate institutes and centers has been requested in advance, official requests, including signed agreements by the relevant instructors, must be submitted.

- 3、畢業公演：同上。備註：但若某系活動需外系學生支援者(例如請傳藝系協助攝錄影)，需由系對系協調同意後並簽核。

Official leave can be granted for graduation plays. The same rules as item above apply. Note: If activities from one department require the assistance of students from a different department (as when students from the Department of Communication Arts are asked to video-record events), the two departments must come to an agreement and submit an official request.

- 4、校長或副校長所指示交辦的事項與活動。

Official leave can be granted for events and activities organized at the request of the university President or Vice-president.

5、處級所辦的活動：應以簽呈核示辦理。

Official leave can be granted for events organized by the university's offices. Official requests should be submitted.

6、社團成果展：以輔導學生妥善規劃流程與工作人力調度為原則，至多准予於活動前 1 節可請公假。

Official leave can be granted for events showcasing student organization accomplishments. Students should be advised to plan activities in a way that the available resources are adequately distributed. At the most, students may take one class period before the event as official leave.

以下基本上不給公假：

Students may not be granted official leave in the following circumstances:

1、社團例行活動：基本上不給公假，應輔導學生妥善規劃流程與工作人力調度。

Official leave may not be given for student organization routine activities in principle. Students should be advised to plan activities in a way that the available resources are adequately distributed.

2、其他學校、政府及機關團體邀請（例如高市政府、救國團、童軍大會等）：基本上不給公假（既屬邀請乃非強制性者，應以事假處理，但若具疑議者則須上簽呈核）

Official leave may not be given for participation in group activities at the invitation of other universities, the government or other institutions (e.g. the Kaohsiung city government, China Youth Corps, Scout Rally, etc). When participation is by invitation rather than compulsory, students may take personal leave. When in doubt, submit an official request.

3、申請擔任校園義工或服務志工作者。

Official leave may not be given for participation in on-campus volunteer or service activities.

4、以實習名義但有領取工作津貼、時薪或任何補助者。

Official leave may not be given for internships for which students receive an allowance, hourly salary or any kind of subsidy.

6、與課程連結之實習請由教務處程序提出簽核，會簽學務處(生涯發展中心與生活輔導組)。

Official leave may not be given for course-related internships. Official requests should be submitted to the Office of Academic Affairs with copies sent to the Office of Student Affairs (Career Development Center and Students' Advisors Section).

「非屬上述原則而有爭議者 敬請指導單位簽請核示或與生活輔導組溝通與協調」

(For cases in which the above principles are unclear, the advising unit should submit official requests or communicate and coordinate with the Students' Advisors Section.)

【本表英文由思源翻譯社翻譯(102.12.30)】