

National Taipei University of Nursing and Health Sciences

Schooling Temporary Leave/ Reinstatement/ Withdrawal Regulations

Approved at the academic meeting on April 19th, 2017
Approved at the academic meeting on November 10th, 2021

Article 1 The Regulations are established according to the school constitution of the university as the accordance for students' temporary leave, reinstatement, and withdrawal.

Part One Temporary Leave

Article 2 Any student who would like to apply for temporary leave during the schooling shall follow the approval procedures for temporary leave specified by the university and submit the application. It will be effective after the approval of the Dean of Academic Affairs.

Article 3 If one fails to complete the procedure at any unit in the university and one did not complete the operation sheet returned by the unit within ten working days, the application will be regarded as invalid.

Article 4 Students at bachelor programs who are less than 20 years old must obtain the agreement from the parent before they can apply for temporary leave. When submitting the application, please enclose "Parent (Guardian) Consent Form".

Article 5 The temporary leave shall be based on semester, and the maximum period is four semesters. If it is approved by the Dean of Academic Affairs as a special case, it can be extended for another one or two semesters. Students who apply for temporary leave as special cases must enclose relevant supporting documents along with their application.

Article 6 For temporary leave during the semester, one shall submit the application no later than the final exam. It shall be approved by the Dean of Academic Affairs before becoming effective. Any overdue application will be rejected.

Article 7 Students who are called up for military service (mandatory only) shall submit relevant supporting documents to extend the period of temporary leave. In the academic year or semester when the military service is completed, students shall apply for reinstatement and submit their Military Service Discharge Orders along with the application. The time spent for military service shall be deducted from the length of temporary leave allowed.

Article 8 Students who apply for temporary leave because of pregnancy, delivery, or childcare of child under three years old must submit relevant supporting documents. The period of temporary leave will not be counted for the length of temporary leave allowed.

Article 9 Any course that any student takes during his/ her temporary leave semester will not be recognized. The period of temporary leave will not be counted for the length of schooling.

Article 10 After the application of temporary leave is approved, students can apply for refund of tuition fee according to "Student Fee Payment and Refund Regulations".

Article 11 Students whose temporary leave period are due but fail to complete the procedures of reinstatement will be regarded as voluntary withdrawal.

Part Two Reinstatement

Article 12 Students who are in temporary leave and would like to resume their study shall follow the approval

procedures of reinstatement and submit the application no later than the semester starting date listed on the university calendar. It shall be approved by the Dean of Academic Affairs before becoming effective. Any overdue application will not be accepted.

Article 13 When temporary leave students resume their study, they shall start at the semester and in the academic year continuing from the temporary leave semester or year in the original department. For those who initiated temporary leave during the semester, they shall start from the semester or year of their temporary leave for their study.

Part Three Withdrawal

Article 14 Any student who would like to apply for withdrawal during the schooling shall follow the approval procedures for withdrawal and submit the application. It will be effective after being approved by the University Principal.

Article 15 If one fails to complete the procedure at any unit in the university and one did not complete the operation sheet returned by the unit within ten working days, the application will be regarded as invalid.

Article 16 Students at bachelor programs who are less than 20 years old must obtain the agreement from the parent before they can apply for withdrawal. When submitting the application, please enclose "Parent (Guardian) Consent Form".

Article 17 Students who have studied at the university for more than one semester can apply for certificate of attendance if their status of student is approved by the University Principal. However, for those whose qualification is not approved, no certificate will be issued. Students who are dismissed from university will not be issued any certificate and shall not participate in the entrance exam for our university again.

Article 18 After the application of withdrawal is approved, students can apply for refund of tuition fee according to "Student Fee Payment and Refund Regulations".

Article 19 The Regulations shall be approved at the academic affairs meeting and submitted to the University Principal for approval before implementation, and the same procedures shall be followed for modification.