

Providence University Regulations on Leave of Absence for Exams and Taking Make-up Exams

Amended at the Academic Affairs Meeting on May 22, 2024

Article 1 The Providence University Regulations on Leave of Absence for Exams and Taking Make-up Exams (hereinafter referred to as the “**Regulations**”) are established to stipulate the rules and regulations on applying for leave for exams and taking the subsequent make-up exams.

Article 2 Students with the one of the following circumstances may apply for leave of absence during the scheduled exam period.

- A. Sick Leave: Students who are unable to attend the exam during the scheduled exam period should present the certificate of diagnosis (specifying the time of visit) or a certificate of hospitalization issued by the medical institutions certified by National Health Insurance to apply for leave.
- B. Personal Leave: Students who have to miss the exams due to a conflict of schedule with the exams sponsored by government, GEPT, TOEIC, and TOEFL may apply for personal leave upon the presentation of the exam admission ticket; or students who cannot attend the exam due to other personal reasons.
- C. Official Leave: Students who are on University assignment to attend or serve the official activities or who are on military recall should apply in advance with the written proof issued by the dispatch unit.
- D. Bereavement Leave: Students may apply for a bereavement leave due to the bereavement of his/her lineal relatives or siblings during the examination period.
- E. Maternity Leave: Students may apply for a maternity leave due to pregnancy, childbirth, or miscarriage upon the presentation of a hospital certificate.
- F. Parental Leave: Students may apply for a parental leave due to the personal leave or sick leave caused by childcare for children under age of three.
- G. Menstruation Leave: Female students who have difficulty attending school due to their menstrual days may apply for 1-day menstruation leave per month without presenting any proof.
- H. Mental Health Leave: students who can not attend exams due to mental or emotional reasons may apply for 1-day mental health leave.
- I. In addition to the above-mentioned reasons, other major incidences caused by force majeure can be handled with special considerations by written application.

Article 3 Students need to apply online for leave during the mid-term or the final exams. Personal leave needs to be applied 1-day before the exams. Other kinds of leaves need to be applied within 3 days after the exams are finished. Applications that exceed the due date will not be accepted.

When a student cannot apply for leave ahead of time due to acute illness or force majeure, the student's parent (or guardian) shall notify the Div. of R&C of the Office of Academic Affairs on the day of examination. The online application for leave should be completed within 3 days after the examination. “Students who have received approval from their course instructor for a make-up exam are required to take the exam. Applications that exceed the due date will not be accepted.

Article 4 For the mid-term exam, the student should acquire the instructor's approval and the instructor should arrange the timeframe for a make-up exam. Students who request leave and approval for a make-up exam during the final exam period must participate in the unified make-up exam according to the schedule announced by Div. of R&C of the Office

of Academic Affairs. Only one make-up opportunity is allowed, and failure to participate in the exam within the specified timeframe will result in a zero score for that exam. In cases of force majeure or serious illness requiring hospitalization, students unable to take the make-up exam on the announced date may request a deferred make-up exam, which must be completed no later than three days before the start of the next semester. Other make-up arrangements are at the discretion of the course instructor.

Article 5 The results of the make-up exams are calculated based on the following principle:

- A. For Official Leave, Bereavement Leave, Maternity Leave, Parental Leave, or Sick Leave which requires hospitalization: actual score earned shall be recorded accordingly.
- B. Sick Leave, Menstruation Leave, and Mental Health Leave: If the score exceeds 60 points, then the portion exceeding 60 is calculated at a seventy percent discount.
- C. Personal Leave: 70% of the score earned will be recorded, with the top limit set at 60 points. Students who missed the exam because of attending the exams sponsored by government, GEPT, TOEIC, and TOEFL should present their proof of exam attendance in question, and the actual score earned shall be recorded accordingly.

Article 6 These Regulations shall enter into force upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

Adopted at the Academic Affairs Meeting on March 17, 1993
Amended at the Academic Affairs Meeting on October 19, 1994
Amended at the Academic Affairs Meeting on December 31, 1997
Amended at the Academic Affairs Meeting on October 26, 2005
Amended at the Academic Affairs Meeting on March 1, 2006
Amended at the Academic Affairs Meeting on June 4, 2008
Amended at the Academic Affairs Meeting on January 7, 2009
Amended at the Academic Affairs Meeting on December 26, 2012
Amended at the Academic Affairs Meeting on October 8, 2014
Amended at the Academic Affairs Meeting on May 27, 2015

***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**