

**Chinese Language & Culture Center,  
Chang Jung Christian University**

**Regulations for Student Leaves of Absence**

- I. In order to encourage student attendance to enhance learning performance, these regulations set forth administrative guidelines to regulate student leaves of absence from the Chinese Language and Culture Center at Chang Jung Christian University.
- II. Students must make applications for leaves of absence. Students should submit applications in three days after taking sick leaves. Other reasons for leave-taking must be applied in advance, and applications should be signed and approved by their teachers or advisors, and the director of the center.
- III. Students taking consecutive leaves of absence for over three times or exceed eight hours a week, teachers must report to the center, and advisors must contact students to comprehend and handle students' situations, and to arrange make-up class when necessary.
- IV. When students' attendances fail to meet the requirement for issuing a visa, or they are no longer eligible for applying for scholarships due to excessive absences, students must take full responsibility for themselves.
- V. If a student misses a scheduled examination upon an approved application of leaving-taking, the center meeting may decide if a make-up examination may be given.
- VI. The regulations and any amendments shall be effective immediately after approval by the center meeting.