

臺北醫學大學考試請假及補考成績計算辦法

Taipei Medical University

Regulations on Grading for Deferred and Make-up Examinations*

83年9月5日教務會議通過

Passed by the Academic Affairs Meeting on September 5, 1994

90年12月12日教務會議修正通過

Amended and passed by the Academic Affairs Meeting on December 12, 2001

90年12月31日校長核定

Approved by the principal on December 31, 2001

98年10月21日教務會議修正通過

Amended and passed by the Academic Affairs Meeting on October 21, 2009

98年11月25日校長核定

Approved by the president on November 25, 2009

第一條 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 This regulation is established by TMU so that students who cannot appear at regular examinations for eligible reasons can take make-up examinations.

第二條 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 The exams indicated in this regulation are the midterm exams, final exams, and graduation exams.

第三條 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：

一、喪假：直系親屬或兄弟姐妹喪亡得請喪假，其他親屬喪亡，經特別簽准者得請考試假。

二、公假：因本校指派擔任或辦理公務活動而代表出席本校校內、外集會或兵役召集等事宜者，得由有關單位出具證明後辦理。

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

三、病假：因病無法如期參加考試者，須檢具區域以上醫院證明文件辦理。

四、懷孕假：因懷孕或生產等無法如期參加考試者，須檢具醫生證明辦理。

五、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，得檢具證明辦理。

六、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 If any of the following circumstances apply during exam periods, students may apply for a leave of absence:

1. Bereavement leaves: If any immediate family member or sibling has died, students may receive bereavement leave upon application. If other relatives die, students may be granted a leave of absence depending on review and approval.
2. Leave of absence for statutory reasons: If a student is assigned to serve or handle official events or activities such as gatherings inside or outside of TMU or military service, or serves as a TMU representative, a student may ask for leave with concrete proof from relevant offices.
3. Sick leave: If a student is ill and cannot take exams, they should apply for a leave of absence with documents of proof from a regional or higher-level hospital.
4. Pregnancy leave: If a pregnant student cannot take exams, they may ask for leave with a doctor's statement noting pregnancy.
5. Personal leave: Students may ask for a leave of absence if a national exam they need to take or an inter-university course overlaps with a TMU exam, providing they can provide a document of proof.
6. Aside from the above reasons, in the case of force majeure events, a leave of absence may be granted.

第四條 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或授課老師報備，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，若學生因故無法親自辦理者，得委託親友代為辦理。

Article 4 Students seeking leave from exams should apply before the exam is held. Bereavement leaves, leave of absence for statutory reasons and personal leaves should be applied for and approved beforehand. Unexcused absence from any exam will be counted as a zero. If a student can't make it to the exam due to illness, pregnancy or unexpected emergencies, a student may report their situation to their department or instructor personally or via relatives through phone, email or other methods. The student should go through the procedure of asking for a leave within 3 days after the exam with a certificate of health examination or other relevant documents of proof regarding the unexpected emergency. If the student cannot do this on their own, a relative or friend may be entrusted to handle these procedures.

第五條 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 If accidental injuries or unexpected illness afflict a student during an exam and the proctors and related units or personnel certify this, the student may apply for a leave of absence at the Office of Student Affairs immediately.

第六條 學生考試請假需填具本校「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 Students must fill out the Student Application for Leave of Absence during Midterm or Final Exams form and attach related documents of proof, then submit this for the directors of the department the student is in, the Life Guidance Section and the Curriculum Section to sign before approval from the Dean of Academic Affairs. Once the application is approved, one make-up exam is granted.

第七條 期中考試經准假者，由該生持准假單，於一週內至任課教師處補考。期末考試經准假者，其補考時間及地點一律由教務處安排公告。

Article 7 Those whose leave of absence for a midterm exam has been approved must bring this approval form to the course teacher's office to schedule and take the make-up exam within a week. For those whose leave of absence for a final exam has been approved, the time and place of the make-up exam will be arranged and announced by the Office of Academic Affairs.

第八條 補考成績之計算方式如下：

- 一、喪假：經由本校准假補考者，其補考成績以實際成績計算。
- 二、公假：經由本校准假補考者，其補考成績以實際成績計算。
- 三、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。若未能檢具區域以上醫院診斷書者，則比照事假標準計算。
- 四、懷孕假：經由本校准假補考者，其補考成績以實際成績計算。
- 五、事假：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。
- 六、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。
- 七、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，任課教師仍一律以實際成績評定，再由教務處（註冊組）按前項規定辦理。

Article 8 The scores of the make-up are calculated as follows:

1. Bereavement leave: Results of the make-up exam shall equal the score received.
2. Those who have been granted a leave of absence for statutory reasons shall receive the full score earned on the exam.
3. Those granted sick leave who score more than 75 points in their make-up exam will receive a score of 75 points only. Should a student fail to hand in a certificate of health examination, the student's scores shall be calculated in the same manner as a personal leave.
4. Pregnancy leave recipients will receive the full score earned on the exam.
5. Undergraduate students who qualify for personal leaves of absence and score more than 60 points will receive 60 points only. Graduate students (master degree students and PhD degree students) will receive 70 points only, providing that they score higher than that amount on the make-up exam.

6. For approved leaves other than the 5 types listed above, the students' who have scored more than 60 points, the results of the make-up exam shall be accounted for 60 points. However, for graduate students (master degree students and PhD degree students), the standard is held at 70 points.
7. Those whose leave of absence has not been approved may not take a make-up exam. The score of such an exam shall be graded as zero. The results of make-up exams are handled and calculated according to the provisions above by the Office of Academic Affairs (the Registration Office) once the actual score graded by the teacher in charge of the course is submitted.

第九條 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 9 This regulation was passed by the Academic Affairs meeting and approved by the university president. All amendment will follow the same procedure.