

The Standard Operating Procedure for Request for Leave

Format of Form

- **Student Leave Application Form.** It is used when a student [has enrolled in class](#).
- **Student Leave Sheet.** It is used when a student does not take courses [in normal semester periods or outside semester periods](#).

Requests for Leave

The **Student Leave Application Form & Student Leave Sheet** are designed for leave request. Students can get these forms in the TIGP Bio office.

- **Student Leave Application Form:**

The student should get the approval of the thesis advisor and the chair of student affairs for leave under 7 days. If more than 7 days, he/she also needs the TIGP Bio coordinator's approval.

The student is enrolled in courses, so he/she should get the approval of the course lecturers and course organizer. (Signatures or approval obtained by e-mail is acceptable).
- **Student Leave Sheet:**

The student should get the approval of the thesis advisor and the chair of student affairs for leave under 7 days. If more than 7 days, he/she also needs the TIGP Bio program coordinator's approval.

! Approval of Leave

If the leave request is approved, the student should return the signed original to TIGP Bio office where it will be kept at all times to document the students' leave status. A photocopy will be forwarded to the student.

! Extension of Leave

If a student has to extend the leave period, he/she should fill in **Student Leave Sheet** and complete the process as described above.

! Stipend Suspension

If a student requests leave for more than 14 days, the TIGP stipend will be temporarily suspended until his/her return.

!Leave without permission

If a student leaves the class or lab without permission, his/her advisor will be informed.

If a student leaves without permission for more than one-fifth of a semester, the student candidature will be terminated based on the rules of university.

Procedure of applying for leave

Turn in the approved original form to the TIGP Bio office.

Get the form from the TIGP Bio office or download from the website.

Fill in the form, and **get permission**

**Taiwan International Graduate Program
Bioinformatics Ph.D. Program**

Student's Leave Application Form

Applicant: _____

Leave period from mm / dd / yyyy to mm / dd / yyyy, total day(s).

Reason: _____

Classes Missed

<u>Course, Class Code</u>	<u>Course Title</u>	<u>Lecturer's Signature</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Enclosed document(s) _____ page(s), Contact No.: _____

Student's Signature: _____ Date: _____

Remark:

- 1. Hand this completed form and any documents to TIGP-Bio Office.*
- 2. Students will be notified within 3 working days if the forms are not approved.*

Approved

Not Approved Reason: _____

Coordinator's Signature _____ Date: _____

Academia Sinica Student Leave Sheet For Taiwan International Graduate Program in Bioinformatics			
Student Name		Student ID	
Lab location		Reason for leaving	
Contact information (Email, Phone no., Mailing address)		Do you plan to go out of Taiwan? Please fill in the right column (For private trip only)	<input type="checkbox"/> NO <input type="checkbox"/> YES Destination:
Duration of leaving	From: _____ (mm/dd/yyyy) To: _____ (mm/dd/yyyy)		Total (____) days*
Student's Signature		Date: (mm/dd/yyyy)	The expired date of ARC: (mm/dd/yyyy)
To be completed by Thesis Advisor: Advisor's Name: _____ (in print) Recommendation: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		Signature from advisor:	Date: (mm/dd/yyyy)
Remarks: 1. Please return the completed form to the TIGP-Bio Office after you have obtained the necessary signatures from your thesis advisor and the chair of Student Affair Committee. Failure to comply with the regulation may result in termination of your fellowship. 2. Any student who leaves <u>during semester</u> , in addition to complete the above forms also needs to get signatures from the course lecturers (see student leave application form) and send to the Bio Office as a record. 3. Student who takes more than 14 days of personal leaves, his/her fellowship will be temporarily suspended until return.			
Signature from Student Affair Committee Chair <u>Dr. Wei-Chung Liu (in print)</u>		Bio Office Recording	
Leaving date more than 7 days Bio Coordinator's Signature <u>Dr. Wei-Chung Liu (in print)</u>			