

國立雲林科技大學休學申請要點

National Yunlin University of Science and Technology Guidelines for Application for Suspension of Schooling

114 年 12 月 29 日第 130 次教務會議修訂
Amended at the 130th Academic Affairs Meeting on Dec. 29, 2025

- 一、本要點依據本校學則訂定，據以辦理有關學生休學事宜。
 1. These guidelines are established in accordance with YunTech's Academic Regulations and shall govern matters related to suspension of schooling for students.
- 二、凡學生欲辦理休學者，須持有關證明文件（因病或懷孕者，含分娩、小產須附醫院證明、因故者須附書面證明），提出申請。
 2. Students wishing to take a leave of absence must submit an application by producing relevant supporting documents (in case of illnesses or pregnancy, including childbirth or miscarriage, a medical certificate from a hospital is required; in case of other reasons, supporting documents are required).
- 三、申請休學者應親自填妥申請單上各項基本資料，依序至學院院長核准後，始向申請單上所載相關單位辦理離校手續，最後並將申請書繳回承辦單位完成休學手續。
 3. Applicants for suspension of schooling shall personally input all required information on the application form. After obtaining approval from the Dean of the College, they must proceed to the relevant offices listed on the form to complete the withdrawal procedures, and, lastly, return the application form to the responsible office to complete the procedure of suspension of schooling.
- 四、休學離校手續應於七天內辦妥，逾期者視同申請無效。辦妥離校手續者，得填表向業務單位申請休學證明書。
 4. Withdrawal procedures shall be completed within seven days; otherwise, applications shall be deemed invalid. Students who have completed the withdrawal procedures may fill out a form to apply for a certificate of suspension of schooling from the responsible office.
- 五、因故申請休學，以一學期、一學年或二學年為原則。另延修生須於第二學期重修或補休學分者，第一學期得申請休學，免予註冊；註冊者至少應選一科目。
 5. Applications for suspension of schooling for any reason are generally on the basis of one semester, one academic year, or two academic years. Additionally, students on extended study who need to retake courses or make up credits during the second semester may apply for a leave of absence during the first semester and be exempt from registration; however, those who do register shall select at least one subject.
- 六、休學累計以二學年為原則，惟因重病、特殊事故或因從事實務工作，須再申請休學者，得酌予延長休學年限一年。
 6. As a general rule, the cumulative duration of leave of absence shall not exceed two academic years;

however, students who need to apply for an extension due to serious illness, special circumstances, or practical engagement may be granted an additional one-year extension.

七、凡休學期間應徵服役者，得於服役期滿後，附服役截止日期證明，辦理復學，服役期間得不受休學二學年之限制。

7. Students who are called up for military service during their leave of absence may apply for reinstatement upon completion of their service by submitting proof of the end date of their service; the period of military service may not be subject to the limitation of two academic years for suspension of schooling.

八、學生因懷孕、分娩或撫育三歲以下子女檢具證明而休學者，比照休學服兵役之規定，其休學期間不計入休學年限。

8. Students who take a leave of absence due to pregnancy, childbirth, or the care of a child under the age of three, and who produce supporting documentation, shall be treated in accordance with the regulations governing leaves of absence for military service; the duration of such leave shall not be counted toward the maximum allowable period of leave.

九、參加「青年教育與就業儲蓄帳戶方案」之高級中等學校畢業生考取本校於入學後檢具證明文件申請休學，期間以 3 年為限，其申請休學期間不計入休學年限計算。參加「青年生涯領航計畫」之高級中等學校應屆畢業生考取本校於入學後檢具證明文件申請休學，期間以 2 年為限，其申請休學期間不計入休學年限計算。

9. Senior high school Graduates participating in the “Youth Education and Employment Savings Account Program” who are admitted to YunTech and, once enrolled, apply for suspension of schooling by producing supporting documentation may do so for a maximum period of three years; the duration of such suspension will not be counted toward the maximum allowable period of suspension. Senior high school graduates participating in the “Youth Career Navigation Program” who have been admitted to YunTech in the year of their graduation and apply for suspension of schooling upon enrollment by submitting supporting documentation may be granted a leave of absence for a maximum of two years; the duration of such leave shall not be counted toward the maximum allowable period of leave.

十、休學學生應於休學期滿前一星期向註冊組辦理申請復學（通信亦可），經教務長核准後，得於原肄業之系（組）及相銜接學年或學期肄業。

10. Students on leave of absence shall apply to the Registration Division for reinstatement one week before the end of the leave period (applications submitted by mail allowed). Upon approval by the Dean of Academic Affairs, they may resume their studies at the original department (program) and continue in the corresponding academic year or semester.

十一、學生休學期滿因故無法復學時，應予退學。

11. Students who are unable to resume studies upon the expiration of their leave of absence for any reason shall be withdrawn from the University.

十二、凡於學期註冊開始後申請休學者，必須先行辦理註冊手續。學期考試開始前七日，不接受該學期之休學申請，但研究所學生若已修畢應修學分且當學期未修課（不含論文）者，不受此限。

12. Students applying for a leave of absence after the start of registration for the semester must first complete the registration procedures. Except for graduate students who have completed all required credits and are not taking any courses (excluding thesis work) during the current semester, applications for a leave of absence for the current semester will not be accepted within seven days prior to the start of the semester's examinations.

十三、本要點經教務會議通過，陳請校長核定後施行，修正時亦同。

13. These guidelines, and amendments hereto, shall be implemented upon adoption at the Academic Affairs meeting and ratification by the President.

※本要點中文版與英譯版語意有所差異時，依中文版為主。

In the event of any discrepancy between the Chinese version and the English translation of these Guidelines, the Chinese version shall prevail.