

Department of Applied English—Leave Request Procedure.

Document Number: Department of Applied English Studies—SOP-016.

Regulatory Basis: Kainan University Student Leave Regulations.

One must first access the school's administrative student leave system online, submit a leave request, print it, and attach the relevant supporting documents. *However, for sick leave, you can request it online within three days (including Saturday and Sunday).



After obtaining approval from the advisor and department chair, submit it to the Student Affairs Office for review.
Leave approval duration:

1. Advisor: Within one day (approval to be sent to the Student Affairs Office for processing).
2. Department (or Graduate Program) Chair: Within three days (including the advisor's endorsement, department chair's approval, and submission to the Student Affairs Office for processing).
3. Dean of Student Affairs: Within seven days (including the advisor and department chair's endorsements, sent to the Student Affairs Office for processing).
4. University President: Beyond seven days (after advisor and department chair endorsements, submit to the Student Affairs Office for processing and further presentation).



One copy is retained by the Student Affairs Office, and one copy is sent to the respective course instructor for leave cancellation.