

臺北醫學大學護理學系見實習請假規定

Taipei Medical University School of Nursing

Regulations on Leave during Clinical Practicum

086 年 06 月 23 日護理學系系務會議修訂通過
095 年 01 月 16 日護理學院院所務會議修訂通過
097 年 06 月 23 日護理學系系務會議修訂通過
097 年 06 月 26 日護理學院院務會議修訂通過
100 年 08 月 12 日護理學系課程委員會議修訂通過
100 年 08 月 12 日護理學系系務會議修訂通過
101 年 03 月 06 日護理學系課程委員會議修訂通過
101 年 03 月 26 日護理學系系務會議修訂通過
101 年 03 月 28 日護理學院院務會議修訂通過
104 年 09 月 30 日護理學系系務會議修訂通過
104 年 11 月 06 日護理學院院務會議修訂通過
105 年 06 月 14 日護理學系系務會議修訂通過
105 年 12 月 14 日護理學院院務會議修訂通過
106 年 05 月 26 日學生實習委員會核備通過
112 年 03 月 03 日護理學系系務會議修訂通過

第一條 護理學系(以下簡稱本系)為使學生見實習請假有所依

循，特訂定「臺北醫學大學護理學系學生見實習請假規

定」(以下簡稱本規定)。

Article 1 To provide students with clear guidelines for requesting leave during clinical practicum, the Department of Nursing (hereafter referred to as “the Department”) has established the “Regulations on Student Leave during Clinical Practicum” (hereafter referred to as “the Regulations”).

第二條 病假 (含生理假)

1. 因病不能見實習時，需在見實習時間前直接電話報

告見實習指導老師及見實習場所。請假二日或二日以上，須檢附區域醫院（含）以上之證明。

2. 學生見實習時需就醫診治或突患急症者，應先報告見實習指導老師與護理長，經准許後始可離開工作單位。

3. 請假手續應於請假後一週內，洽見實習指導老師補辦。

Article 2: Sick Leave (including Menstrual Leave)

1. When unable to attend practicum due to illness, students must notify their practicum instructor and the practicum site directly by phone before practicum hours. For sick leave of two or more days, medical proof from a regional hospital or higher is required.
2. Students who need medical attention during practicum hours or suddenly develop an acute illness must first report to their practicum instructor and head nurse. They may leave their post only after approval.
3. Leave procedures must be completed with the practicum instructor within one week after the absence.

第三條 事假

見實習期間以儘量不請事假為原則，如確屬萬不得已之理由，需檢附相關證明（如：家長信件、准考證），於一週前經見實習指導老師同意後，始可請事假。

Article 3: Personal Leave

In principle, personal leave should be avoided during practicum. If leave is absolutely necessary, supporting documents (e.g., parental letter, exam admission ticket) must be submitted and approved by the practicum instructor at least one week in advance.

第四條 喪假

直系親屬過世得依學校規定請喪假。

Article 4: Bereavement Leave

Students may apply for bereavement leave for the death of a direct relative, in accordance with university regulations.

第五條 公假

見實習期間以儘量不請公假為原則，如確屬代表學校參加對外活動，須於一週前經見實習指導老師同意後，始可請公假。

Article 5: Official Leave

In principle, official leave should be avoided during practicum. If students must represent the university in external activities, they must obtain approval from the practicum instructor at least one week in advance.

第六條 公傷假

因見實習罹患疾病而需隔離者，得檢附區域醫院（含以上）之證明請公傷假；特殊情況者，得提請系務會議討論之。

Article 6: Occupational Injury Leave

Students who contract an illness due to practicum and require isolation may apply for occupational injury leave with a medical certificate from a regional hospital or higher. Special cases may be submitted to the Department Faculty Meeting for discussion.

第七條 產假

可依醫院開具之診斷書，核准請假八週（含例假日）。

Article 7: Maternity Leave

Students may apply for eight weeks of maternity leave (including holidays) with a hospital-issued medical certificate.

第八條 因懷孕或哺育幼兒引發之事(病)假，得持醫院開具之診斷書辦理請假。

Article 8: Pregnancy- or Childcare-related Leave

Students who need leave due to pregnancy or childcare-related illness may apply with a hospital-issued medical certificate.

第九條 請假及補見實習方式

一、學士班

1. 各類請假均須填見實習請假單，並依上述程序辦理。
2. 請假均以「一比一」原則補見實習。
3. 未經實習指導老師同意而缺席視為曠班，以「一比二」原則補見實習，並扣該學科見實習總分，一天扣二分。
4. 請假時數超過該科見實習總時數之三分之一時，應重新見實習。但喪假及公假、公傷假例外，超過三分之一時，則須補足應實習時數。
5. 遲到十五分鐘內不需補見實習，由見實習指導老師依評分表酌情扣分；遲到十六分鐘至一小時，補見實習一

小時；遲到一小時以上至二小時，補見實習半天，當天仍需見實習，但有不可抗拒之理由，如車禍、天災時例外；遲到二小時以上者，除補足當天見實習時數外，另補見實習一天。

6. 如遇颱風，則依縣市政府公告放假，並於之後另補實習。

7. 補見實習原則上應在該科實習單位延長見實習時間，但若因最後一週見實習，或因見實習指導老師無法配合該時間者，則回附屬醫院有關單位補見實習。

二、碩士暨碩士在職專班

1. 見實習期間，因事或因病必須請假時，需取得實習課程主授教師及實習指導老師之同意，並依規定向見實習醫院或機構辦理請假手續，經核准後始可離開工作崗位，並於事後與主授教師及實習指導老師討論補見實習方式。

Article 9: Leave and Make-up Practicum Arrangements

Undergraduate Program:

1. All leave requests must be submitted using the practicum leave form and follow the above procedures.
2. Practicum absences must be made up on a “one-to-one” basis.

3. Absences without prior approval from the practicum instructor are regarded as truancy. Such hours must be made up on a “one-to-two” basis, and two points will be deducted from the practicum grade per day.
4. If leave hours exceed one-third of the total practicum hours for the subject, the practicum must be retaken. Exceptions are made for bereavement, official, or occupational injury leave; in such cases, students must still make up the required hours if absences exceed one-third.
5. Lateness of up to 15 minutes does not require make-up hours, but points may be deducted by the practicum instructor. Lateness of 16 minutes to 1 hour requires one hour of make-up practicum. Lateness of 1–2 hours requires a half-day make-up practicum; the student must still attend practicum that day unless unavoidable circumstances (e.g., car accident, natural disaster) occur. Lateness of over 2 hours requires making up both the missed practicum hours and an additional full day.
6. In case of typhoon leave, follow the city/county government’s announcements and make up the hours later.
7. In principle, make-up practicum should be completed at the practicum site by extending practicum hours. If this is not possible (e.g., final week or instructor scheduling conflict), make-up practicum should be arranged at an affiliated hospital unit.

Master’s and In-service Master’s Programs:

During practicum, students who need leave due to illness or personal matters must obtain approval from both the course instructor and practicum instructor, and also follow the leave procedures of the practicum hospital or institution.

Only after approval may students leave their practicum post. Arrangements for make-up practicum should be discussed with both the course instructor and practicum instructor afterward.

第十條 本規定經系務會議通過，院務會議核定，送校學生實習委員會核備後實施；修訂時亦同。

Article 10 These Regulations shall be implemented after approval by the Department Faculty Meeting, confirmation by the School of Nursing Faculty Meeting, and filing with the University Student Internship Committee. Amendments shall follow the same procedure.