

TIGP - CBMB

Leave of Absence Regulations

TIGP Ph.D. and scholarship programs do not specifically define a vacation period during the fellowship terms. Aside from national holidays, CBMB students are expected to be in classes or labs from Monday to Friday throughout the years. However, with the approval of the Supervisor and the Program Coordinator or Student Affairs Committee, students are allowed to take leave of absence during their studies. The leave of absence regulations applies to all CBMB students.

Application Procedure

Students are required to submit the **Leave of Absence Application** to the CBMB office before the leave. Please indicate the leave period and obtain approval with signatures from his/her Supervisor. If the leave is more than 14 consecutive days (including weekends), the student's Supervisor must provide an explanation to justify the leave. When applying for a leave of absence during semesters, please make sure that the lecture instructors are also informed.

When applying for leave during lab rotation, the student must obtain the approval signature from the lab host or the Chair of the Student Affairs Committee. First-year students must submit the **"Supervisor Confirmation Form"** by the deadline, regardless of their leave.

The signed form is required to be handed in to the CBMB office to complete the application. The application must be submitted **5 days** before departure if leaving for 14 days or less, and **2 weeks** before departure if leaving for more than 14 days. In case of an emergency, please notify the CBMB office right away. Upon return, students must report to the program secretary's office in person on the next working day. If the delay is anticipated, please notify the program secretary as early as possible.

Length of the Leave

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The length of the leave should be confirmed by the supervisor and should not interfere with the student's study and research progress. The maximum number of leave days per request is 14 consecutive days (including weekends and holidays). If the leave period is more than 14 consecutive days, the student needs to obtain approval from the thesis supervisor, and the supervisor also needs to provide a justification for the student's long leave.

If the student applies for **semester suspension**, he/she must obtain approval from the thesis supervisor. The student should submit the Leave of Absence Application Form to the CBMB office before the semester ends (7/31 or 1/31). With permission from the program office, the student may apply to the university for suspension. The student should submit the approval from the university to the program office before leaving.

Stipend during Leave

The stipend may be on hold or suspended based on the duration/situation of the leave. The student will receive the on-hold stipend after back to the lab.

The student will only have a stipend with the student status.

Extension of Leave

If the student cannot return on the scheduled date, he/ she must inform the Supervisor of the delay, obtain approval for an extension and forward the email to the CBMB Office. The stipend may be put on hold if the student fails to notify or check-in with the CBMB office the day after his/her scheduled date. The on-hold stipend may be issued in cash or be issued/transferred on the next stipend payment date.

Leave Without Permission

It is the student's responsibility to file the leave of absence application officially with all relevant parties informed. If a student leaves the class or lab without prior notice and permission from the Supervisor and the program, it will result in the suspension of the stipend and termination of the fellowship upon the review of the Student Affairs Committee.