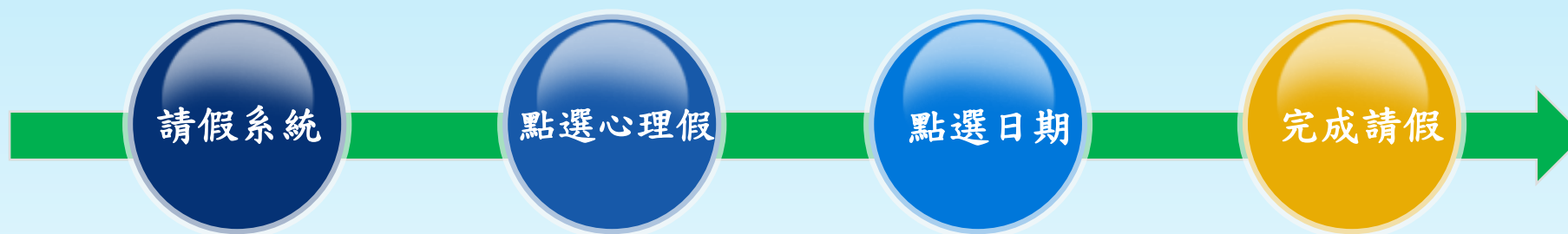


為協助有心理不適或情緒困擾之學生，本校將於113學年度第一學期起實施「心理假」。



有關學生請心理假時注意事項說明如下：

- 一、學生自行上請假系統申請，由任課老師核假。
- 二、每學期以三次為限，每次至多一日，不得連請，請假期間不得扣出缺席成績。請假前兩次者，不需檢附證明；欲請第三次者，則須檢附醫療院所身心科看診證明或本校諮商暨健康中心諮商證明；同時，該學期累計達三次，諮康中心會通知導師關懷該位學生。
- 三、請心理假時，如遇期中、期末考試或畢業考試，必須依本校「學生考試請假及補考辦法」辦理。

各位老師如有接獲通知信，可在適當時機介入有需求之學生，給予正面提醒與鼓勵，協助學生解決問題與調適困境，如有需求亦可轉介諮康中心。

鼓勵學生同時，也希望老師好好照顧自己，需要時，我們接住彼此，一起度過那些風雨迎接陽光。

To assist students experiencing psychological distress or emotional difficulties, Providence University will formally implement "Mental health leave" starting from the first semester of 113 academic year.



Below are the instructions for students when applying for a mental health leave:

1. Students are required to apply "mental health leave" through the "Students Leave of Absence System" under Students Affairs from "All E-Campus Service" (<https://alcat.pu.edu.tw/index.php?lang=en>), and the leave will be validated by the respective course instructor.
2. The limit to apply mental health leave is three times per semester, with a maximum of one day per occurrence, and consecutive leaves are not allowed. Absences during the leave period will not affect attendance records. For the first two leaves, no supporting documents are required; however, for the third leave, a medical certificate from a psychiatric clinic or hospital, or a counseling proof document from the Counseling and Health Center, Providence University is necessary. If a student accumulates three leaves in a semester, the Counseling and Health Center will inform the student's mentor to provide additional support and care.
3. During mental health leave, if midterm, final exams, or graduation exams are scheduled, students must follow the regulations outlined in "Providence University Regulations on Leave of Absence for Exams and Taking Make-up Exams".

Faculty members who receive notification letters are encouraged to intervene as appropriate with students in need, offering positive guidance and encouragement, and aiding in problem-solving and adjustment to challenges. Referral to the Counseling and Health Center is also encouraged if deemed necessary. Furthermore, while encouraging students, we also hope that all faculty members take good care of themselves. Let us support one another as we navigate through both the storms and sunshine of academic life.