

## TIGP BIODIV Program Procedures of Request for Personal and Research Leaves

Revised on November 2, 2012

Revised on May 16, 2013

Revised according to June-23 Academic Affairs Meeting 2015

Revised according to October-1 Academic Affairs Meeting 2015

### Requesting for Leave

These procedures herein are established mainly to regulate students who receive the first three years fellowship sponsored by TIGP and Academia Sinica. Students supported by Thesis Advisors' project starting from fourth year should meet the regulation of Thesis Advisors' home institute.

- For personal leave, a student should submit the completed Personal Leave Application Form to the Program Office two weeks prior to the leave. If the leave duration is more than 14 days, the fellowship will be temporarily suspended until the student returns. Only students who have passed the Preliminary Exam can apply for a personal leave of more than 14 days.
- **A student can apply for abroad research field trip only after passing Qualification Examination, Each trip cannot exceed one year.** If there is need for abroad research for thesis proposal, a student, after passing Preliminary Examination, can apply for a research field trip shorter than one month. Over one month research field trip, if the student does not yet passed Qualification Examination, will be considered as personal leave and the fellowship will be temporarily suspended until the student returns.

The student should submit the completed Leave Application for Field Research with proposal of the research trip (including organization/institute, duration, aim and anticipated achievement etc.) to Program Office.

Please return the completed form to the Program Office two weeks prior to the leave once the Thesis Advisor has approved it. Failure to comply with the regulation may result in termination of the fellowship.

If the leave occurs during semester, the student must obtain approval from lecturer(s) for the courses she/he will miss and submit the approval in written (email is acceptable).

### Reviewing Procedure

<b>Personal Leave</b>		
TIGP fellowship will be temporarily suspended for leaving more than 14 days until the return		
days		
<=7	approved by Thesis Advisor	
7~14	Thesis Advisor → approved by Student Affairs Chair	
14~30	Thesis Advisor → Student Affairs Committee → approved by the Program Director	
>=31	Thesis Advisor → Student Affairs Committee → reviewed by Academic Affairs Committee → sent to BRC for acknowledging	
<b>Research Leave</b>		
Leave for research might not apply to stipend suspension rule		
days		
<=30	Thesis Advisor → reviewed by Curriculum Committee → approved by the Program Director → sent to BRC for acknowledging	Acknowledging by Student Affairs Committee Chair
31~90	Thesis Advisor → Curriculum Chair → reviewed by Academic Affairs Committee → sent to BRC for acknowledging	

<p>&gt;=90</p>	<p>Please contact Program Office for details at least two months prior to the leave</p>	
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After the leave request is approved, the signed original hardcopies will be kept in Program Office to document the student’s leave status. A photocopy will be forwarded to the student as well as cc to Personnel and Accounting departments for record.

**Leave without permission**

If a student leaves without permission, her/his Thesis Advisor will be informed. If a student leaves without permission for more than one month, the fellowship will be terminated immediately.

**Procedure of applying for leave**

