NCKU students shall apply for a leave of absence online, starting from the fall semester of the 2017-18 academic year.

Responsible Office: The Student Assistance Division under the Office of Student Affairs
Responsible staffer: Hsieh, Yen-Chu, ext. 50340
Date of Presentation: August 01, 2019
Login: NCKU Homepage → Cheng Kung Portal → Student Leave Application Online system [http://leavesys.ncku.edu.tw](http://leavesys.ncku.edu.tw) (scheduled to begin operation from September 27)
After login, please read “the NCKU Student Leave Application Flow Chart” and select the type of leave under the link of Leave Application: select Official Leave or Non-official Leave.
Applications should be submitted and processed online. Applicants who fail to apply online due to unforeseen contingencies are allowed to submit a written application for approval.
I. Non-official Leave Application (Students)
Select “Type of Leave” and please read “Instructions for Type of Leave” and “Important Notes” to safeguard your rights and interests.

To protect your rights and interests, please read the following notes for your leave application.

1. Applications should be submitted for approval in advance of the leave. In case of severe illness, emergency, or unforeseen contingencies, applicants will be allowed to complete a leave application within 5 days from the last day of the leave. Those who submit an overdue application shall specify reasons in the designated form, which shall be approved by course instructors before being processed by the Student Assistance Division. Applications with inconsistent or unspecified reasons will not be processed.

2. Applications for leave during the end-of-term examination period (with certificates) shall be approved by course instructors and the department chair (or director of the graduate institute or the program).

3. Applications shall be submitted with relevant certificates or documents for approval, which shall be uploaded online. Those found to be incomplete or inconsistent with attachments shall not be processed.

4. If the roster of course instructors is not finalized in the first week of classes, applicants should submit their applications from the second week. An overdue application shall be processed according to the instruction in Rule No. 1.

5. An applicant whose application fails to be processed through the stage of approval procedures online due to a replacement of the department chair (graduate institute or program director) shall contact the Student Assistance Division at (06)2757575#50340 to process an application.

6. Semester Duration
   (1) Fall semester: from August 1 to January 31
Select type of leave based on your reasons.

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal leave (requiring prior approval)</td>
<td></td>
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<tr>
<td>Sick leave</td>
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<tr>
<td>Menstrual leave (maximum of one day in a month for females only)</td>
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<tr>
<td>Maternity leave (including prenatal care, postnatal care, baby nurturing, and paternal leave)</td>
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<tr>
<td>Bereavement leave</td>
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<tr>
<td>Leave from term examinations</td>
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<tr>
<td>Leave for organ donation (including bone marrow and organ)</td>
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</tbody>
</table>
Please select “Type of Leave” and please read “Instructions for Type of Leave” and “Approval Procedures”.

1. Applications for personal leave for more than three days shall be submitted with certificates. Attachments shall be uploaded online.
2. Approval procedures:
   (1) No more than two days: approved by course instructors.
   (2) Three or more days: approved by course instructors and the department chair (institute or program director).

1. Applications for sick leave for more than three days shall be submitted with a medical certificate issued by the hospital or clinic. Attachments shall be uploaded online.
2. Approval procedures:
   (1) No more than three days: approved by course instructors and the academic advisor.
   (2) More than three days: approved by course instructors, the academic advisor, and the department chair (institute or program director).
<table>
<thead>
<tr>
<th>姓名 Name of applicant</th>
<th>學號 Student ID No.</th>
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<tr>
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<tr>
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<th>離境 Overseas</th>
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<tr>
<td>Intramural</td>
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<thead>
<tr>
<th>項目</th>
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<tbody>
<tr>
<td>旅遊</td>
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<td>參訪</td>
<td>Visit</td>
</tr>
<tr>
<td>職訓</td>
<td>Training</td>
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<td>志工</td>
<td>Volunteer</td>
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<td>暑假</td>
<td>Summmer vacation</td>
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<td>工讀</td>
<td>Work Study</td>
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<td>檔案</td>
<td>Serve As Host</td>
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<td>社團</td>
<td>Community/Club activity</td>
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<table>
<thead>
<tr>
<th>請假日期 Duration of Leave</th>
<th>請假日期 Duration of Leave</th>
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<tbody>
<tr>
<td>yyyy-mm-dd ~ yyyy-mm-dd</td>
<td>yyyy-mm-dd ~ yyyy-mm-dd</td>
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<table>
<thead>
<tr>
<th>項目</th>
<th>Days of leave calculation</th>
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<table>
<thead>
<tr>
<th>項目</th>
<th>Re-select courses</th>
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<td></td>
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<thead>
<tr>
<th>項目</th>
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<td>浏览...</td>
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<table>
<thead>
<tr>
<th>項目</th>
<th>Submit</th>
</tr>
</thead>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
All columns must be completed. Submission will fail with uncompleted columns.

Please select duration of leave (and check out courses scheduled during the period of leave).
1. Check out the courses scheduled for dates during the period of leave and select the ones for the leave application.

2. Select the courses for the application: Select one item (Select) or all items (Select all). Re-select is allowed.
After selecting all courses scheduled for the two-day duration of leave from September 12 to 13, please submit your application for approval by your instructor and advisor.
Submission failed???

An application for personal leave shall be submitted for approval in advance of the leave. The duration of leave was between September 12 and 13. The application was submitted on September 15. → Overdue!

You should specify reasons for overdue submission before submitting the application for approval.
Reasons for overdue submission have been specified.
1. Upon submission, you are allowed to check out review results under the link of Student Leave Application Inquiries.

2. Checkout → Check out the review results of each application.

3. You are allowed to delete/cancel a mistaken or unnecessary application. (Please delete with care. If a required application is deleted, you are allowed to submit a new application.)
You are allowed to check out review results and keep in contact with your instructors and advisor to facilitate the application process.
Select “Checkout” to read the details of your application and review results.
II. Non-official Leave Application (Instructions to Students)
Select “Type of Leave” and please read “Instructions for Type of Leave” and “Important Notes” to facilitate the application process.

To protect your rights and interests, please read the following notes for your leave application.

1. Applications for official leave should be submitted for approval in advance of the leave. In case of severe illness, emergency, or unforeseen contingencies, applicants will be allowed to complete an application for official leave within 5 days from the last day of the leave. Those who submit an overdue application shall specify reasons in the designated form, which shall be approved by the department chair (graduate institute or program director) or the chief administrator of the office responsible for the leave before being processed by the Student Assistance Division. Applications with inconsistent or unspecified reasons will not be processed.

2. Applications for official leave shall be submitted with relevant certificates or documents for approval. Please refer to example instructions. Applicants must upload attached documents online. Those found to be incomplete or inconsistent with attachments shall not be processed. Applicants who fail to provide valid certificates or documents shall download and complete the [NCKU Student Official Leave Approval form], which shall be approved by instructors from the department, institute, or college, or by officials from the responsible unit. The completed form shall be submitted online as a certificate before an application for official leave is approved and completed.

3. Applicants should cancel an application that fails to be processed through the stage of approval procedures online due to a replacement of the department chair (graduate institute or program director), or chief administrator of the office responsible for the leave before they are allowed to submit a new application. Applicants must upload attached documents online. Those found to be incomplete or inconsistent with attachments shall not be processed.
Please complete all required columns in order. Submission will fail with uncompleted columns.
Students must select unit of approval authority based on their reasons to submit an official leave application.
Upon selection of unit of approval authority, please read Examples, Approval Procedures and Important Notes to avoid any mistake and failed submission.

Examples:
1. Working as an assistant for the administration of a commencement ceremony.
2. Working as a receptionist of high school students on a tour of NCKU.
3. Selected by an NCKU administrative unit according to its publicized notice to participate in an intramural or extramural event.
4. Commissioned or invited by an NCKU administrative unit to work for its administration of an event.
1. In the case of a difficult character in the Chinese name, please enter % as a replacement and search the person and the department or institute.

2. Check out and select The courses scheduled for the dates during the period of leave.

3. With courses selected, select Days of Leave Calculation and the total number shows up automatically online.
Select Courses. Search and select the courses for the application (select one item or all items). You are allowed to cancel the wrong one and re-select the correct one.

<table>
<thead>
<tr>
<th>勾選 Select</th>
<th>日期 Date</th>
<th>星期 Day</th>
<th>節次 Session</th>
<th>課程名稱 Course title</th>
<th>主要授課老師 Instructor</th>
<th>分機 Telephone extension</th>
<th>備註 Remarks</th>
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<td>STATISTICS (1)</td>
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<td>5</td>
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<td>STATISTICS (1)</td>
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<tr>
<td>□</td>
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<td>法文 (三)</td>
<td>FRENCH(3)</td>
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<tr>
<td>□</td>
<td>2018-09-20</td>
<td>四</td>
<td>10</td>
<td>法文 (三)</td>
<td>FRENCH(3)</td>
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</table>

請假日期 Duration of Leave

<table>
<thead>
<tr>
<th>請假日數 Total days of leave</th>
<th>計算請假天數 Days of leave calculation</th>
<th>重新勾選課程 Re-select courses</th>
</tr>
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<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2018-09-20 ~ 2018-09-21

查詢請假區間課程 Course search
With courses selected, select Days of Leave Calculation and the total number shows up automatically online.
1. An application for official leave shall be submitted with certificates, which shall be uploaded in image or PDF file.
2. With a file uploaded, you are allowed to select File Preview to confirm the file.
3. Upon confirmation, select Submit.
A. Application Inquiry: Upon submission, you are allowed to check out your application records.
B. **Application Inquiry**: You are allowed to check out approval status for the application for leave from each course.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Session</th>
<th>Course title (Chinese)</th>
<th>Course title (English)</th>
<th>Instructor</th>
<th>Approval status</th>
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</thead>
<tbody>
<tr>
<td>2018-09-21</td>
<td>五</td>
<td>4</td>
<td>工業管理概論</td>
<td>INTRODUCTION TO INDUSTRIAL MANAGEMENT</td>
<td></td>
<td>公假不需授課老師審核</td>
</tr>
</tbody>
</table>
C. Button functions under Application Inquiry: Select **Checkout** to read review results. Select **Cancel** to cancel the application.
C-1 “Checkout”: To read application review results/approval status.
C-2 “Cancel”: To cancel the application.
III. Student Leave Application

Q&A (Students)
Q1: In terms of type of leave or duration of leave, are applicants required to submit a certificate or supporting document? How do applicants submit a certificate or a supporting document?

A1:
1. Types of leave: Official leave, bereavement leave, maternity leave (including prenatal care, postnatal care, baby nurturing and paternity leave), menstrual leave, and leave for organ donation (bone marrow or organ)
2. Duration of leave: More than three days.
3. Applicants shall upload a certificate or supporting document as an attachment in the format of image or PDF before they click on “Submit” to complete submission of the leave application.
Q2: How do students submit a leave of absence application online?

A2:
1. **Non-official leave:** Please select “Type of Leave”, then fill out the designated columns, and click on “Submit” to complete submission of the application.

2. **Official leave:** Please select “Unit of Authority”, click on the designated approval authority (responsible instructors, department chair, institute or program director, responsible staffer or chief of the administrative unit, and click on Submit to complete submission of the leave application.
III. Student Leave Application Q&A (Students)

Q3: If applicants fail to submit an application for approval in advance of the leave, or if applicants submit an overdue application, what should they do to complete the leave application?
A3:

1. Applicants are required to inform their instructors in advance by phone, by mail or by proxy. Should they fail to contact their instructors, they are required to report the leave to their advisors or department chair (director of the graduate institute or the program), as is stipulated in the second and third paragraphs of Article Three of the NCKU Regulations for Student Leave of Absence.

2. In case of (1) acute or sudden illness, (2) a short notice of obituary, and (3) emergency or unforeseen contingencies, applicants are allowed to complete an application for leave on the Student Leave Application Online System within 5 days from the last day of the leave.

3. Those who submit a written application after the designated deadline set in (2) should specify reasons for an overdue application, which shall be processed according to the rule of approval authority.

Ex.: Student A taking a leave for illness on August 25, 2018 should submit a leave application on the Student Leave Application Online System.

(1) Not overdue:
Student A submitted an online application on August 30 within the designated period from August 26 to August 30.

(2) Overdue:
Student A submitted an online application on September 2 after the designated deadline of August 30. Student A must specify reasons for an overdue application.
Q4: If I have submitted an application on the Student Leave Application Online System, does it mean that I have completed my application? What should I do for a failed submission?

A4:
1. No. You have not completed your application.
2. Notes for a failed submission:
   (1) The system indicates some columns required to be completed.
   (2) The applicant fails to specify reasons for an overdue application.
   (3) Applications may be rejected by instructors or unit chiefs, or automatically rejected by the unit for approval ratification or the system for reasons as follows:
      A. Applications with inconsistent or unspecified reasons
      B. Submission of certificates is required.
      C. Reasons are inconsistent with the type of leave.
      D. The application is disapproved by instructors or unit chiefs.
      E. Upon submission, an application that fails to be approved within the following 20 days will be automatically rejected online.

★ Applicants should keep their course instructors and the offices concerned informed of the approval procedures to avoid application rejection. In the event of a rejected application, applicants shall submit a new application online if they are required to do so.
Q5: How do applicants know why their applications have been rejected? In the event of a rejected application, can applicants submit a new application online?

A5:
1. Students applying for leave online must enter their email address. The system will inform the applicant of a rejected application by email.
2. Yes. Applicants are allowed to “revise the rejected application” to submit a new application online if they are required to do so.

Ex.: Student A submitted an application for a one-day personal leave from three courses scheduled on August 10, 2018. According to the regulations, a no-more-than-two-day leave application shall be approved by course instructors.
III. Student Leave Application Q&A (Students) (Q5-2)

(1) Application completed:
Procedures: an application submitted → Course instructors informed by the system of an application pending approval → The application was approved by all instructors by August 30 → Student Assistance Division for verification → Student A informed by email of the application completed.

(2) Application rejected:
A. In the approval procedures → Course instructors failed to approve the application by August 30. → The application was rejected by the system on August 31 while Student A was informed of the rejection by email. → The application has been invalid.
B. In the event of a rejected application, applicants are allowed to submit a new application online if they are required to do so.
Q6：If my application fails to pass through the stage of approval procedures online due to a replacement of the department chair (graduate institute or program director), or chief administrator of the responsible office, what should I do to complete the application?

A6：
1. Non-official leave:
   (1) If the roster of course instructors is not finalized before the start of the semester or in the first week of classes, you should submit their applications from the second week.
   (2) In the event of an overdue application under this condition, you should specify “The roster of course instructors is not finalized” as the reason in the designated form on the system.
   (3) An applicant whose application fails to be processed through the stage of approval procedures online due to a replacement of the department chair(graduate institute or program director) shall contact the Student Assistance Division at (06)2757575#50340 to process an application.

2. Official leave:
   You should cancel your application that fails to be processed through the stage of approval procedures online due to a replacement of the department chair (graduate institute or program director), or chief administrator of the responsible office before you are allowed to submit a new application.
Q7: In case of a leave application for extramural activities, do I need to complete registration for off-campus activities at the Military Training Division under the Office of Student Affairs?

A7:

2. In the event of a team/group activity, please inform your leader (captain or instructor) to complete and submit the form on behalf of all applicants.
Q8: If I fail to log into the leave application online system, can I submit a written application?

A8:
1. No. In principle, students should log into the system to apply for a leave of absence.

2. No written application will be processed except under special circumstances as follows:
   (1) Courses without designated codes, (2) Courses offered for a summer session without designated codes, and (3) Failure to submit an online application due to unforeseen contingencies.
Q9: How do female students apply for menstrual leave?

A9:

1. According to the Gender Equity Act promulgated by the Ministry of Education, female students are entitled to apply for menstrual leave for a maximum of one day per month.

2. No certificate is required. Applicants should apply for menstrual leave online, which shall be filed by the Student Assistance Division for administrative verification, with course instructors informed.
IV. Approval of Student Non-official Leave by instructors, advisors, chiefs of administrative units
Approval Authority on the system: An instructor who doubles as the advisor or department chair (institute or program director) should select each position/identity in order of approval authority under the link of Application Approval to complete approval procedures.
Approval Authority → position/identity

Note: After you select Approval, the application will proceed to the next stage and will not return.

Before you review the application, you can check out the details.

Select Approval and the application will be submitted to the next stage, which will not be retrieved.
Check out the details of the application.
Upon approval, the application will be submitted to the next stage.

Select Close and you will go back to the checklist of applications pending approval.
Instructor or Advisor as Approval Authority: Rejection!

You must specify your reasons for the rejection. The applicant will be informed of the reasons. Once submitted, the rejection will not be retrieved.
選項 Select all 取消全選

挑選 Serial No

已選 2 107090025

逾期理由 Reasons for overdue application

上傳文件 Uploading files (png/jpg/jpeg/pdf)

請假明細 Details of the application

日期 Date 星期 Day 會期 Session 課程名稱 Course title

<table>
<thead>
<tr>
<th>日期</th>
<th>星期</th>
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<tbody>
<tr>
<td>2018-09-17</td>
<td>一</td>
<td>3</td>
<td>管理學</td>
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<tr>
<td>2018-09-17</td>
<td>一</td>
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<td>管理學</td>
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<tr>
<td>2018-09-19</td>
<td>三</td>
<td>3</td>
<td>管理學</td>
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</table>

同意 Confirmed 反回 Return，原因 Reasons for rejection: 請假事由不符。
Upon submission of an approved application, course instructors are allowed to check out approval status under the link of Application Inquiries.
Advisors are allowed to check out the results of review by course instructors in the review of the application.
V. Student Official Leave Application (instructors, advisors, department chairs, institute or program directors, chief of administrative units)
Students must select unit of approval authority based on their reasons to submit an official leave application: (example) Administrative Units

A unit of approval authority must enter the system to review an application.

Note: Select Approval and the application will be submitted to the next stage, which will not be retrieved.
Upon submission of an approved application by the responsible staffer, the application shall be pending approval by the chief of the administrative unit. 

A unit of approval authority is allowed to check out the details of the application and decide whether to approve within its capacity.
Decide whether to approve the application within your capacity.

Note: Select Approval and the application will be submitted to the next stage, which will not be retrieved.
<table>
<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Class</th>
<th>Subject</th>
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<td>8</td>
<td>網頁訊息</td>
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<tr>
<td>2018-09-24</td>
<td>一</td>
<td>8</td>
<td>線性代數</td>
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<tr>
<td>2018-09-25</td>
<td>二</td>
<td>2</td>
<td>統計學 (一)</td>
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<tr>
<td>2018-09-25</td>
<td>二</td>
<td>8</td>
<td>會計學</td>
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<td>二</td>
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<tr>
<td>2018-09-25</td>
<td>二</td>
<td>10</td>
<td>會計學</td>
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假單审核成功! Application review completed
Upon submission of an official leave application, the chief of the administrative unit is allowed to check out the details and review results of the application.

<table>
<thead>
<tr>
<th>單號</th>
<th>Type of leave</th>
<th>請假日期(起)</th>
<th>請假日期(迄)</th>
<th>天數</th>
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<td>1</td>
<td>Under review by staffer of the unit of</td>
<td>2018-10-01</td>
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</table>
Upon submission of an official leave application by the chief of the administrative unit, the system will inform the applicants and department chairs that the application has been filed for administrative verification.
VI.
Student Leave Application
Q&A
(instructors, advisors, department chairs, institute or program directors, chief of administrative units)
Q1: Will the parties concerned (course instructors, the advisor, department chair, institute or program director, administrative staffers, or chief administrators) be informed of a student leave application submitted online?

A1:
1. Yes. Students must complete the designated application form in terms of type of leave, duration of leave, courses and other related items.

2. The system will decide authority of approval based on the information and notify the parties concerned by email of an application pending approval.
VI. Student Leave Application Q&A (instructors, advisors, department chairs, institute or program directors, chief of administrative units)

Q2: If an instructor doubles as the advisor or department chair (institute or program director), what should the instructor do to approve a leave application? What are the approval procedures?

A2:
1. The instructor should select each position in order of approval authority under the link of Application Approval to complete approval procedures.
2. Approval procedures:
   (1) Non-official leave:
   A: No more than two days: The applicant selects courses \( \rightarrow \) The system sends emails to inform course instructors of an application pending approval.
   B: Three or more days: The applicant selects courses \( \rightarrow \) The system sends emails to inform course instructors and the department chair (institute or program director) of an application pending approval.
   (2) Official leave:
The applicant selects approval authority under the link of Unit of Authority \( \rightarrow \) The system sends emails to inform the department chair (institute or program director), or the responsible staffer or chief administrator of an application pending approval.
Q3:
While we are allowed to select a single data row in the approval process, are there any other options available?

A3:
1. Yes.
2. Besides selecting a single item, you are allowed to select all items or select no items to facilitate the approval process, as follows: Application Approvalà”Select All” or “Undo Select All”.
Q4:
If I decide to disapprove a leave application in the approval process, what should I do?

A4:
You can select to disapprove an application as a single item and specify your reasons for the rejection. The applicant will be informed of the reasons.
Q5: How do female students apply for menstrual leave?
A5:
1. According to the Gender Equity Act promulgated by the Ministry of Education, female students are entitled to apply for menstrual leave for a maximum of one day per month.
2. No certificate is required. Applicants should apply for menstrual leave online, which shall be filed by the Student Assistance Division for administrative verification, with course instructors informed.
Q6: Students applying for personal leave or sick leave for no more than two days are not required to submit certificates according to the NCKU Regulations for Student Leave of Absence. If course instructors require that certificates be presented, are applicants allowed to upload the files on the online leave application system? A6: Yes.
If you have any questions concerning the student leave application, you are welcome to contact us at the Student Assistance Division on the third floor of the Yun-Ping Administrative Building.