

# **Official Leave of Absence Directions for Participation in Sports Events-Related Activities for Students of The Department of Athletic Performance at National Taiwan Normal University**

2013.10.24 Passed during the 2nd Department Affairs Meeting

2020.01.09 Amendment passed during the 2nd Department Affairs Meeting

- Article 1. Students of the Department of Athletic Performance apply for official leave to participating in sports events-related activities should be approved in accordance with the directions.
- Article 2. In the directions, the participation in any sports events-related activities is limited to students who are on behalf of the department (university) or the country. Other related activities such as training, awards ceremonies, flag-giving, and support for competition affairs should be handled as personal leave. In addition, the approval of leave mainly applies to competitions, including “National Intercollegiate Athletic Games”, “The National Games”, and “Citizens Sports Games” and other same levels of sports competitions. However, exceptions are allowed if the coach of each representative team has applied a leave request according to the actual (particular) situation and received approval of the official leave by the head of the department.
- Article 3. Suppose students of this department need to take official leave for participating in sports events-related activities. In that case, relevant units should send an official letter to the department (university) for this absence request. The department head should grant this request before students start the online application (official leave). In addition, if students whose official leave was given by the department head failed to complete the online application within the required time based on university rules, a written leave of absence form should be completed and submitted. The student applicant should complete this form.
- Article 4. The period for granting official leave is subject to the content of the official document, and the grant period may be extended or shortened as appropriate.
- Article 5. Suppose there is any fictitious or forged matter in the attached supporting documents. The day of absence will be regarded as truancy. The department may punish students according to the seriousness of the circumstances.
- Article 6. Students who have been approved for official leave are absent from university, and those who have not applied for leave or have not been approved for leave are truancy. However, those who are on official leave are recommended by the relevant departments of the Executive Yuan and approved by the university, and will not be counted as absent days. Relevant regulations regarding absenteeism shall be handled in accordance with the university policy.
- Article 7. Matters not covered in the directions shall be handled in accordance with the university’s student absence policy.

Article 8. The directions have been approved by the Department Affairs Meeting of the Department of athletic performance, and announced after the approval of the department head. The same shall apply to all subsequent amendments.