

**Department of Sports Science, National Taiwan Normal
University Guidelines for Granting Official Leave to Students
Participating in Sports
Competition-Related Activities**

Adopted at the 2nd Department Affairs Meeting on October 24, 2013

Amended at the 2nd Department Affairs Meeting on January 9, 2020

Article 1: The granting of official leave to students of this Department for participation in activities related to sports competitions shall be governed by these Guidelines.

Article 2: For the purposes of these Guidelines, activities related to sports competitions are limited to formal participation in competition as a representative of the Department (or the University) or of the nation. All other competition-related activities, including training camps, squad training, award ceremonies, flag-presentation ceremonies and event-support duties, shall be handled as personal leave. As a matter of principle, eligible competitions are those at or above the level of the National Intercollegiate Athletic Games, the National Games and the National Games for All. This restriction shall not apply where the coach of the representative team requests official leave in light of actual or exceptional circumstances and the request is approved by the Department Chair.

Article 3: A student of this Department seeking official leave to take part in a competition-related activity shall arrange for the relevant organizing body to send an official letter to the Department (or the University); only after the Department Chair has approved the grant

of official leave may the student file the leave application online as official leave. Where official leave approved by the Department Chair cannot be processed within the period prescribed by the University Academic Regulations, the student shall complete the procedure by submitting a paper leave form, and completing that paper procedure is the applicant's own responsibility.

Article 4: The approved period of official leave shall be determined by the contents of the official letter, and may be extended or shortened as circumstances warrant.

Article 5: Where the supporting documents submitted are found to have been fabricated or forged, the days of absence shall be recorded as unexcused absences, and the Department may impose disciplinary measures according to the severity of the case.

Article 6: Approved official leave shall be recorded as an excused absence; failure to apply for leave, or an application that is not approved, shall be recorded as an unexcused absence. However, where official leave is recommended by a competent ministry or agency under the Executive Yuan and agreed to by the University, it shall not be counted toward the number of days absent. Matters concerning excused and unexcused absences shall be governed by the University Academic Regulations.

Article 7: Any matter not provided for in these Guidelines shall be handled in accordance with the University Regulations Governing Student Leave of Absence.

Article 8: These Guidelines shall be promulgated after adoption by the Department Affairs Meeting of the Department of Sport and Kinesiology and ratification by the Department Chair. The same procedure shall apply to any amendment.