

Ming Chuan University Unit Job Description and Procedures

Unit: Physical Education Office

Job Description: Procedures and registration of Student Official Leave

Date: MM DD YY

Procedures	Explanation	Notes
<pre> graph TD 1[1 MCU Sports Team or Activities Official Leave] --> 2[2 Official Leave Application] 2 --> C[Each Coach or Faculty Member] 2 --> 3[3 Approval] C --> D[Director of Physical Education Office] 3 --> 4[4 Upload Roster of Official Leave] 4 --> 5[5 Student Affairs Division] 5 --> 6[6 Register and File the record] </pre>	<ol style="list-style-type: none"> 1. Students must submit an official leave form for sports team training, competition or activities held by the institution. 2. Students must fill in an official leave form with the approval of the coach or faculty member, and submit the form to the Physical Education Office for approval. 3. The official leave application will be completed after the approval by the Director of Physical Education Office. 4. The responsible person will key in the date and section online for student's official leave. 5. After keying in the date and section online for student's official leave, please print out the information and submit it to the Student Affairs Division for approval and recording. 6. All the completed official leave forms must be filed in accordance with the respective sports teams. 	