

**NATIONAL CHENGCHI UNIVERSITY**  
**Regulations for the Management of Distance Learning Classrooms**

March 8, 2000      Passed by the 564<sup>th</sup> Administrative Meeting  
2000      Promulgated via official letter Cheng Chiao Tzu No. 1301

- Article 1      National Chengchi University (NCCU or “the University”) formulates the *NCCU Regulations for the Management of Distance Learning Classrooms* (“the Regulations”) to ensure proper management of the Distance Learning Classrooms (“the Classrooms”).
- Article 2      The Classrooms are exclusively for the use of distance learning and video conferencing within the university.
- Article 3      In addition to officially offered distance learning courses, other university units may also use the Classrooms, subject to a fee, provided that normal teaching activities are not affected.
- Article 4      The operating hours for the use of the Classrooms during the semester are as follows:
1.    Monday to Friday: 8:00 AM to 5:00 PM.
  2.    Saturday (working day): 8:00 AM to 12:00 PM.
- Any unit using the Classrooms outside of the abovementioned hours shall be approved by the President.
- Article 5      The use of the Classrooms, except for officially offered distance learning courses, shall first be applied to the Instruction Resource Section of the Office of Academic Affairs, and then payment shall be made at the Cashier Section of the Office of General Affairs.
- Article 6      The use of the Classrooms, except for officially offered distance learning courses and those approved by the President, shall be subject to the following fees (the fee standards are set separately):
1.    Venue usage fee.
  2.    Network communication fee.

3. Personnel service fee.

- Article 7     The user unit shall be held liable for any damage to the equipment in the Classrooms caused by improper use or other human factors.
- Article 8     The income and expenditure related to the use of the classroom shall be managed under the University fund.
- Article 9     The Regulations shall be passed by the Administrative Meeting, and then promulgated and implemented by the President. Any amendments shall be processed accordingly.