

NCCU Office of Academic Affairs Classroom Reservation Regulations

Approved by the President of NCCU on August 15, 2011

Article 1 For the purpose of increasing utilization efficiency and facilitate the reservation of classrooms during a semester, the Office of Academic Affairs (hereinafter referred to as the "Office") of National Chengchi University (hereinafter referred to as "NCCU") has devised the NCCU Office of Academic Affairs Classroom Reservation Guidelines (hereinafter referred to as the "Guidelines").

Article 2 The period, purpose and scope of the reservation of classrooms, under the administration of the Office are described as follows:

- I. Two weeks prior to the start of a semester: Accepting reservations for temporary use of classrooms for teaching purposes.
- II. First week of a semester: Accepting only changes of classroom for courses offered in the current semester. Reservation all classrooms is suspended.
- III. Second week of a semester onward: Reservation is open to the course of practicum and tutorials with teaching assistants throughout the semester.
- IV. Third week of a semester onward: All classrooms are available for reservation for teaching and non-teaching purposes.

The " classroom reservations for temporary use" under Subparagraph I of the preceding paragraph is limited to Room 250203 in the Research Building, Room 270103 and Room 270104 in the General Building of Colleges, Room 140207 in the Information Building, and Room 210206 in the Da Yong Building. However, the Office will adjust the availability of reservation for temporary use as needed in response to factors such as the status of audiovisual facilities.

The "teaching purposes" in the Guidelines refer to teaching activities related to NCCU courses, such as classes, make-up classes, examinations and practicum, which should be supervised by teachers.

Article 3 The reservation process is described as follows:

- I. Applicants are asked to submit reservation applications to the Instruction Resources Section of the Office according to the schedule in Article 2. A classroom may be reserved for up to one month each time. Reservation is available from the last month.
- II. Applicants should satisfy the following requirements when reserving

classrooms equipped with projectors and other electronic equipment:

- (1) The reservation application must be signed by a teacher. If the reservation is for teaching purposes, the request must be signed by the teacher teaching the course and must contain the course code. If the reservation is not for teaching purposes, the request must be signed by the instructor or supervisor directing the activity and must contain a detailed description of the activity.
- (2) As resources are limited, a maximum of five reservations per semester may be made for the same course or activity. Reservations over the limit will have to be approved on a case-by-case basis.

III. Applicants will be required to complete reservation applications in the reservation system, and submit paper applications to the Instruction Resources Section of the Office to make reservation requests in two working days.

IV. The classroom reservation applications is submitted in three parts. Part A will be kept by the applicant or teacher, Part B should be submitted to the building superintendent for classroom administration, and Part C will be filed by the Instruction Resources Section.

Article 4 The Office accepts only classroom reservations for Monday through Friday (excluding national holidays). Reservations for evening hours (6pm to 9pm) is available only in the College of Commerce Building and the Research Building and only for teaching purposes. Applications for non-teaching purposes should be submitted to the General Management Section of the Office of General Affairs or the Student Activities Section of the Office of Student Affairs.

During holidays or summer/winter vacations, applications for club activities should be submitted to the Student Activities Section, applications for classrooms in the Commerce Building to the College of Commerce, and applications for the other classrooms to the General Management Section.

Article 5 NCCU classrooms are for the demands of NCCU faculty and students and not available to outside parties, and may not be used for profit-seeking activities.

Article 6 The Guidelines shall be implemented with the approval of the President. The same procedure applies upon their revision.