

國立成功大學

各系所教室使用原則

National Cheng Kung University Guidelines on the Use of the Classrooms

Passed at the 2nd Academic Affairs meeting, 05.29.1998

Passed at the 2nd Academic Affairs meeting, 05.20.2014

One

The guidelines are enacted to provide a good learning environment for the faculty and students (in each department, institute, degree program) to make the best use of the classrooms available.

Two

Each department (institute, degree program) should basically utilize its own classrooms. Every semester, the Office of Academic Affairs will organize the arrangement of classrooms. After this process has been completed, a department (institute, degree program) cannot reject the outcome. In case of any class needing to change rooms under extraordinary circumstances, this process should be undertaken according to the regulations of class switching.

Three

The classrooms and facilities should be maintained and kept in good order by each department (institute, degree program), and this includes keeping the surrounding environment clean. The chairs, tables and platforms should not be permanently moved without the permission of the Office of Academic Affairs (herein after refers as OAA). In case of any damage, please notify the OAA, which will then inform the Office of General affairs (herein after refers as OGA) to deal with the problem.

Four

The classrooms are arranged for the use of general courses, general basic courses and each department (institute, degree program) specific courses by the OAA. If the classrooms are not enough, OAA will ask each department (institute, degree program) for support,

Five

When there are entrance exams, the OAA will notify the OGA so that arrangements can be made for them. Each department should work to support the

classroom requirements during the exams.

Six

If the use of any of the classrooms of a department (institute, degree program) needs to be changed, then the approval of the OAA must first be obtained. Please do not randomly change the uses of classroom to avoid adversely affecting ongoing classes and management issues.

Seven

The classroom of each department can support each other. If the percentage of usage under 60 %, the Dean of college can arrange the classroom or OAA can use for courses. The classroom should be used by various departments to maximize their utility. OAA will give priority to arrange the large classrooms, and the hour of course arrangement will not exceed the hour of general course and general basic courses.

Eight

If a department (unit) regularly uses the classrooms of any other department, then the university will increase the utility budget for that department.

Nine

These guidelines and their revisions are in effect subject to the approval of the Academic Affairs Meetings.

*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.