

CJCU Off-Campus Teaching Visit Application Guideline

Approved by the 1998 Second Midterm Academic Affairs Meeting (04-26-1999)
Approved by the 2008 Second Semester End Academic Affairs Meeting (05-26-2009)
Approved by the 2019 First Semester Start Academic Affairs Meeting (09-24-2019)

- Article 1: Off-campus teaching visit, onsite visits, and practical studies of CJCU due to course teaching needs shall be implemented according to this Guideline.
- Article 2: Instructors planning an onsite visit due to course needs, shall fill out the "Off-Campus Teaching Visit Application Form" two weeks before the event, shall be attach a copy of the visitor list and insurance receipt, transportation company vehicle and driver related information, and shall begin the implementation of the onsite visit after approval.
- Article 3: Information such as the visit content, time, location and the guide, contact person, and contact phone number must be detailed in the application form to facilitate temporary contact.
- Article 4: Before off-campus teaching visit, students must be properly informed of related knowledge and visit information. In order to prevent accidents, please notify the students should pay attention to safety and follow the rules of the visiting organization.
- Article 5: Teachers' implementation of off-campus teaching visit should be related to the professional content of the teaching courses. The principle of the event arrangement is as follows:
- (1.) The off-campus teaching visit is based on the principle of not exceeding one third of the teaching hours of the semester, and the progress should be clearly stated in the syllabus to help students understand way of course proceeding. A single off-campus teaching visit only can offset one week's teaching hours, and can't offset another week's teaching hours. In special cases, it shall be request for approval.
 - (2.) The principle of the visit time is based on does not affect the time for students to take other courses, if students attend the class have timetable clash, they should go through the leave procedure.
 - (3.) If off-campus teaching visit are merger with other courses, the teaching content of each course should be related to the field trips and the teachers should be accompanied.
 - (4.) The transportation is arranged by the course teachers on the day. It is advisable to use a public transportation or rent a legal vehicle (vehicle ages: below 5 years), and try to avoid students traveling by themselves to maintain the traffic safety of students, and in accordance with the provisions of the

Ministry of Education "Schools Transact of Off- Campus Teaching Visit Activities Rent the Vehicle Precautions".

- (5.) Students shall purchase accident insurance before implementing the activity. Insurance content: The accident insurance for each person shall provide coverage of over NT\$1 million or higher plus accidental medical insurance coverage of over NT\$100 thousand.

Article 6: Matters not covered by this Guideline shall be subject to the CJCUC relevant laws and regulations.

Article 7: This Guideline shall be implemented after approval by the Academic Affairs Meeting, promulgated for implementation by the president, and the same shall apply to amendments.