

CJCU Office of Academic Affairs Classroom Management and Borrowing Guideline

05-26-2009 Adopted by the 2008 Second Semester End Academic Affairs Meeting
 12-28-2010 Amended and Adopted by the 2010 First Semester End Academic Affairs Meeting
 12-22-2011 Amended and Adopted by the 2011 First Semester End Academic Affairs Meeting
 03-12-2015 Adopted by the 2014 Second Semester Start Academic Affairs Meeting
 06-07-2016 Adopted by the 2015 Second Semester End Academic Affairs Meeting

Article 1: This "Chang Jung Christian University Office of Academic Affairs Classroom Management and Borrowing Guideline" (hereafter "the Guideline") is established to effectively manage classroom borrowing and improve classroom space utilization efficiency.

Article 2: The classrooms referred to herein comprise a total of 71 general classrooms managed by the Registration and Curriculum Section of the Office of Academic Affairs.

Region Location	Flat Classroom	Lecture Hall Classroom	Total	Remarks
First Teaching Building	0	1	1	
Second Teaching Building	34	4	38	
Third Teaching Building	26	2	28	
Library Information Building No. 2	2	1	3	Computer and Network Center Sub Floor
Activity Center Second Floor	0	1	1	Lily Hall
Total	62	9	71	

Article 3: Under the premise of not affecting teaching and research work or administrative operations, Academic Building may be loaned out to internal and external units during weekends, holidays, national holidays, or summer or winter vacation periods for activities.

External units shall issue an application to the School's Assets and General Affairs Section of the Office of General Affairs.

Article 4: The borrowing unit shall not arbitrarily transfer the borrowed classroom to be used to others, shall properly maintain the facilities loaned, and shall be held liable for compensation or repairs in the case of damages. The classroom shall be kept clean and restored to its original condition upon return. Failure to comply after repeated requests may result in eviction from the classroom depending on the severity of the case by the Office of Academic Affairs.

Article 5: Classroom Borrowing Precautionary Items:

1. Any teaching colleague of this School may use the E-campus System to borrow a classroom (see Table 1 attached for the operating procedure).
2. Scope of the loan: Testing, class rearrangement (supplement), class meeting, seminar, club activity, etc. (The relevant authority unit shall assist students because they do not have E-campus System login authority).
3. In principle, the classroom opening hours shall be subject to the class schedule. In the case of borrowing during on Sunday or national holidays, the borrower shall bring the Approval Certification Document sealed by the Registration and Curriculum Section (See Attachment Table 2) and the relevant documents to the Teaching Material Room student worker to obtain the key one day in advance. The borrower shall assume the responsibility to maintain the classroom during the loan and return the key no later than 8:30 AM after the holiday has ended
4. If an instructor must rearrange (supplement) a class due to business or personal reasons, said instructor shall first specify the "purpose of application" via the E-campus System. Instructors who had a leave of absence shall register the supplement course item, date (period), and classroom number

into the leave system to facilitate review by the Registration and Curriculum Section.

5. Lily Hall in the activity center shall primarily be used for classes during daytime and student club activities or supplemental training activities during nighttime.

- (1) Lily hall shall primarily be used for classes during the daytime.

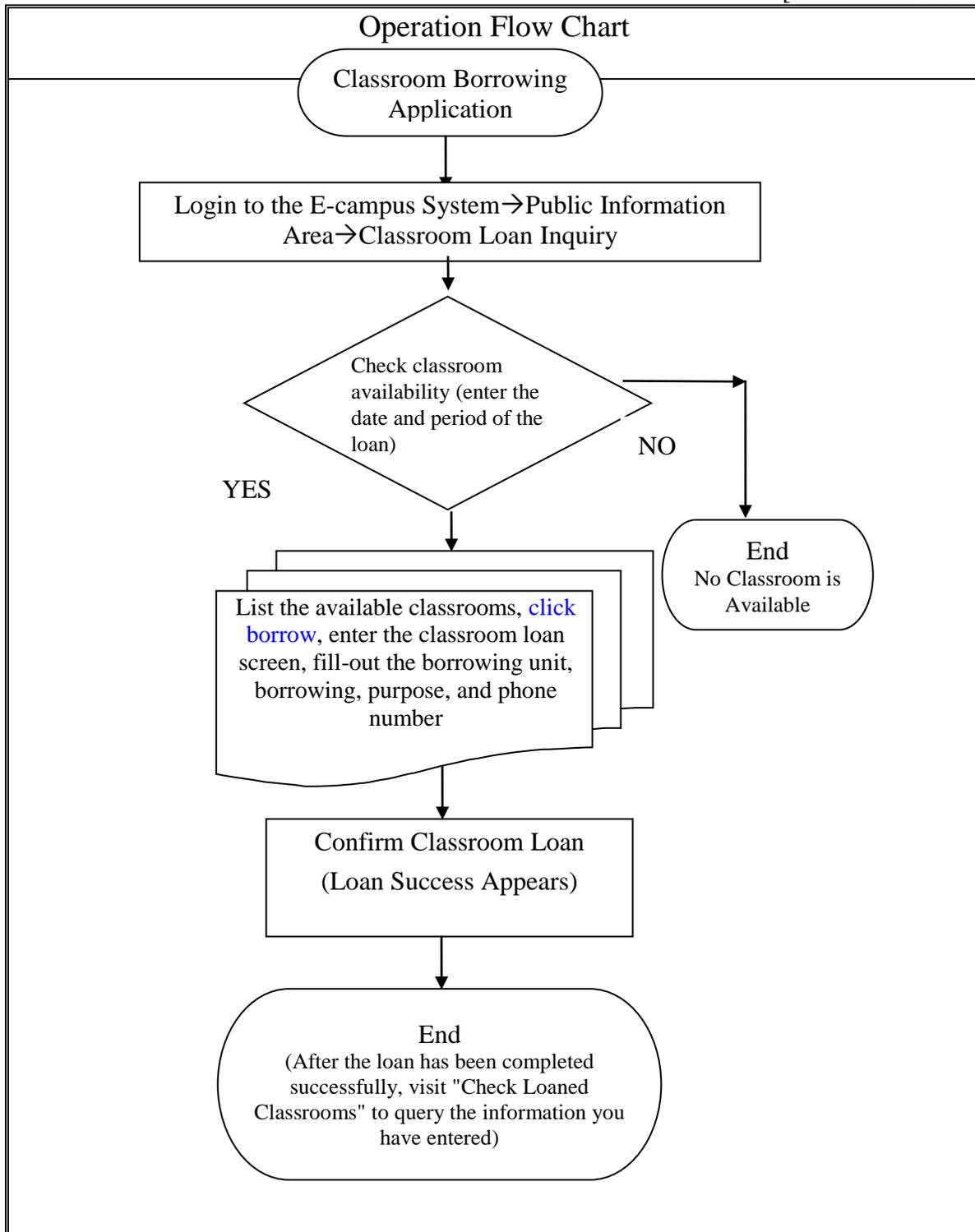
- (2) Student club borrowing: The activity application form shall be filled-out 15 days prior to the activity and submitted to the Extracurricular Activities Section and the Registration and Curriculum Section for audit. Upon approval, the hall may be used for the time period applied for.

- (3) School unit borrowing: The venue loan application form shall be filled-out 7 days in advance, and the hall may be used for the time period applied for upon approval.

- (4) Please submit a special application for special circumstances, and the hall may be used upon review and approval.

Article 6: If the classroom borrowed must be adjusted during the course addition/reduction period or due to force majeure reasons, the borrower unit shall collaborate with the flexible adjustment by the Office of Academic Affairs without objection.

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



Operation Content Description:

- (1) The Registration and Curriculum Section shall undertake general classroom loan applications according to the "Chang Jung Christian University Office of Academic Affairs Classroom Management and Borrowing Guidelines." Log in to the Chang Jung Christian University E-campus System to borrow a classroom at <http://eportal.cjcu.edu.tw/space/classroom>.
- (2) In principle, the classroom opening hours shall be subject to the class schedule.

(3) In the case of borrowing during a Sunday or national holidays, the borrower shall bring the Approval Certification Document sealed by the Course Registration Team and the relevant documents to the Teaching Staff Room student worker to obtain the key one day in advance. The borrower shall assume the responsibility to maintain the classroom during the loan and return the key no later than 8:30 AM after the holiday has ended.

**Approval Certification Document Sealed by the Course Registration
Team (Borrow the Key)**

Classroom	Capacity	Location	Period	Borrower	Remarks

The key is loaned by Teaching material room located in Second Academic Building on ____
 Month ____ Day ____ Hour and shall be returned to the Teaching material room on ____
 Month ____ Day ____ Hour

Registration and Curriculum Section Seal

(First Copy Retained by the Registration and Curriculum Section)

**Approval Certification Document Sealed by the Course Registration
Team (Borrow the Key)**

Classroom	Capacity	Location	Period	Borrower	Remarks

The key is loaned by the Teaching material room located in Second Academic Building on ____
 ____ Month ____ Day ____ Hour and shall be returned to the Teaching material room on ____
 ____ Month ____ Day ____ Hour

Registration and Curriculum Section Seal

(Second Copy is used by the borrowing unit as proof to borrow the key from the Teaching material room)