Chaoyang University of Technology

Academic year Semester Part-time Instructor **Application for Temporary Change of Class Time**

Course Providing Unit: Dept. of of College (Center) Teacher **Name:**  **Code:**  Application Date:

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| Subject | | | | | | | | Original class time/venue | | | | | | Class time/venue/instructor after change | | | | | | | | | Hours payable (To be filled by teaching assistant)  Remark 4 |
| Program | Target Students | | Class | | Course code | Subject title | | Month | | Day | Day of week | Session | Classroom | Month | | Day | Day of week | Session | Classroom Remark 2 | | Substitute teacher (incl. personnel code)  Remark 3 | |
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| Cause of change  **(Required)** | | **※Leaves: □Personal leave (incl. family care leave) □Sick leave (incl. pregnancy leave) □Menstrual leave (up to 2 days per semester) □Wedding leave □Pre-Maternity leave □Maternity leave □Miscarriage leave** (  **weeks**) **□Paternity leave**  **□Funeral leave □For marrow/organ donation □ Tribal annual ritual. Cause:**  ※On-campus activity: □Change of teaching venue is required due to ; □On-campus speech by person(s) outside CYUT is organized.  ※Off-campus activity: □Off-campus teaching □Off-campus internship; Please provide “Plan of Off-campus Activity” in given form or your own document. | | | | | | | | | | | | | | | | | | | | | |
| Instructor  (please sign personally) | | | | Department/Center Providing the Course | | | | | Office of Academic Affairs | | | | | | | | | | | Plant Service Section, Office of General Affairs (Control of power to classroom) | | Property Service Section, Office of General Affairs | |
| Approval by teaching assistant | | | Approval by the head | | Registry by Curriculum Services Section/Teaching & Learning Section | | | | | | Approval by Dean of Academic Affairs Office | | | | |
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Remarks:

1. Application for temporary change in teaching should be filed three days (not including regular holidays) prior to the original class day.

(1) In case the class time after change is earlier than the original, the application should be filed three days (not including regular holidays) prior to the class day after change.

(2) A change by 2 days or less should be approved by the head of the department/center; a change by 3 days or more or any special case should be additionally approved by the Dean of Academic Affairs.

2. In case of a change that requires a common classroom, the instructor shall apply for use of classroom on the “System of reservation of common classrooms” in “System of information on new faculty members” and mention the borrowed classroom number in this application.

3. Field “Substitute teacher”: if the class after change is still to be taught by the same instructor, no need to fill in this field; in case of teaching by a substitute teacher, please specify his/her name and personnel code.

4. Field “Hours payable”: in changes of class due to instructor taking leaves, the hours payable to the instructor or substitute teacher must be checked and written by the teaching assistant of the course providing unit.

**5. A temporary change in class time by an instructor should not be more than 1/6 of the total hours in the entire semester for one single subject, and in case of excess of 1/6, a special submission for approval is required.**

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Academic year Semester Temporary Change of Class by Instructor - Plan of Off-Campus Activity

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| Name of off-campus activity |  | | |
| Time of off-campus activity | From: (day ) date time  Till: (day ) date time | Participants & their number |  |
| Directing (leading) instructor |  | Contact number of directing instructor |  |
| Location of off-campus activity |  | Transportation | □The students arrive individually  □The students set out together  ◎Round-up place:  ◎Transportation means: □Motorbike □Car □Bus □Train □THSR |
| Outline of activity |  | | |
| Expected results (brief description of the relation to the course) |  | | |
| Insurance on off-campus activity | Insurance on the off-campus activity should be duly taken out prior to the class date. | | |

**※In case of temporary change of class to off-campus teaching or internship, the instructor is requested to fill out this “Plan of Off-campus Activity” form or produce his/her own Plan of off-campus activity.**