

Notices Regarding Classes Held Off Campus

1. Faculty members may apply to teach certain class hours off campus when the curriculum requires it. In principle, no more than one fourth of class hours may be arranged off campus. If a class requires special consideration, a report may be submitted to the Academic Affairs Division.
2. If faculty members intend to hold some classes off campus, the content of the lessons and the location of the classes must be clearly indicated in the syllabus and schedule for the class.
3. The objectives for off-campus class hours and the relationship of these classes to the overall course must be clearly written down before the first class of the semester.
4. A form must be filled out and submitted to the Student Affairs Division (in the interest of student safety) and the Academic Affairs Division a minimum of one week before the off-campus teaching is scheduled to begin.
5. Off-campus class hours may not be spontaneously added to the syllabus to make up for missed classes.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****