

Ming Chuan University Regulations Governing Faculty Leave, Class Rescheduling, Substitute Teaching, and Make-up Classes

Approved at the Administrative Council Meeting on June 8, 2026
Announced and Implemented upon Approval on June 17, 2026

Part 1 General Provisions

Article 1 Legal Basis

These Regulations are in accordance with the *Guidelines on the Maintenance of Educational Rights and Interests Students in Junior Colleges and Above*, Article 3 of the *Regulations Governing Leave for Teachers* promulgated by the Ministry of Education, and relevant regulations of Ming Chuan University.

Article 2 Purpose

The purpose of these Regulations is to maintain students' right to education, ensure the normal operation of courses and teaching quality, and regulate matters concerning faculty leave, class rescheduling, make-up classes, and substitute teaching.

Article 3 Principles of Teaching

Faculty members shall conduct classes punctually in accordance with the class schedule and shall not be absent from teaching without justifiable reasons. Faculty members who are unable to teach due to special circumstances shall complete the required procedures for leave application, class rescheduling, make-up classes, or substitute teaching in accordance with these Regulations.

Part 2 Leave and Class Rescheduling

Article 4 Leave Application Procedures

When a faculty member is unable to teach according to the originally scheduled class time, he or she shall complete the online leave application procedures in advance and properly arrange alternative teaching measures.

In the event of an emergency that prevents advance leave application, the faculty member shall complete the relevant procedures as soon as possible afterward to fulfill the administrative requirements.

Article 5 Principles Governing Overseas Travel

During the academic semester, faculty members shall prioritize maintaining students' right to education and ensuring the normal operation of courses and shall avoid arranging overseas travel unrelated to teaching.

Faculty members who need to travel abroad for official duties, participation in international academic conferences, academic research, industry-academia collaboration, international exchanges, competition coaching, exhibitions or performances, or other activities related to professional development, may submit an application in accordance with the procedures.

The application referred to in the preceding paragraph shall be accompanied by supporting documents and include a make-up class plan, class rescheduling arrangement, or other alternative measures that do not adversely affect students' learning rights. Such applications shall be approved by the academic department and relevant supervisors before implementation.

Article 6 Off-campus Instruction

Faculty members conducting off-campus instruction for course-related purposes shall include such activities in the course syllabus and teaching schedule before the beginning of the semester and complete the application procedures at least one week prior to implementation in accordance with relevant regulations. Additional guidelines governing off-campus instruction shall be dealt with separately.

Article 7 Application for Class Rescheduling

Faculty members who intend to reschedule or make up classes shall complete the application procedures at least five working days in advance to facilitate students' inquiries and course administration.

Article 8 Restrictions Around Consecutive Holidays

Faculty members shall not arbitrarily reschedule classes or apply for leave immediately before or after consecutive holidays solely based on students' requests. Exceptions may be granted under special circumstances upon approval.

Part 3 Make-up Classes and Teaching Regulations

Article 9 Principles for Make-up Classes

Faculty members conducting make-up classes shall prioritize maintaining

teaching quality and students' learning effectiveness.

Article 10 Limits on Make-up Classes and Teaching Hours

Arrangements for rescheduled or make-up classes shall comply with the following requirements:

1. A faculty member may conduct no more than four class periods of make-up instruction per day, and the total teaching load in a single day shall not exceed six class periods.
2. The same course shall not be taught for more than four class periods in a single day.
3. Faculty members shall not complete an entire semester's course through short-term intensive instruction.

Article 11 Prohibition of Combined-Class Teaching

A faculty member shall not reschedule courses of two or more classes to be taught simultaneously in the same time slot.

Article 12 Exceptions to Combined-Class Teaching

Where two classes taught by different faculty members are rescheduled to the same time slot, the course contents shall be related, and the original instructors shall both be present and teach simultaneously. Under no circumstances shall only one instructor teach both classes.

Part 4 Regulations Governing Substitute Teaching

Article 13 Substitute Teaching Mechanism

A faculty member who is unable to teach continuously for more than three weeks shall arrange for a qualified substitute instructor and submit the arrangement for special approval.

Where necessary, the University may assist in coordinating substitute teaching arrangements.

Article 14 Qualifications of Substitute Teachers

When appointing an off-campus substitute teacher, the faculty member shall submit supporting documents regarding the substitute teacher's academic qualifications, professional experience, and other relevant credentials.

Article 15 Compensation for Substitute Teaching

Compensation for substitute teaching arising from a faculty member's leave shall be borne by the faculty member on leave, except for official leave, occupational injury leave and maternity leave, for which the University shall bear the costs (excluding overload teaching

compensation).

Applications for and approval of the various types of leave referred to in the preceding paragraph shall be handled in accordance with the relevant regulations of the *Ming Chuan University Faculty Employment and Service Regulations*. Exceptions may be granted upon special approval.

Article 16 Administrative Procedures for Substitute Teaching

Faculty members whose substitute teaching arrangements are approved shall still complete all relevant administrative procedures, and such arrangements shall be recorded as part of the leave record.

Part 5 Academic Activities and Special Leave

Article 17 Leave for Academic Activities

Faculty members participating in academic conferences shall comply with the following regulations:

1. Faculty members designated by the University as official representatives may apply for official leave.
2. Faculty members presenting papers or serving as session chairs or discussants may apply for official leave and shall arrange make-up classes.
3. Faculty members attending off-campus academic conferences without the qualifications specified in the preceding subparagraph may apply for official leave and shall arrange make-up classes; such leave shall be limited to two occasions per semester.
4. Faculty members attending on-campus academic conferences without the qualifications specified in item 2 may apply for official leave only after obtaining special approval from the organizing unit before the event and shall arrange make-up classes.

Article 18 Maternity Leave

Full-time faculty members applying for maternity leave shall submit their course arrangements for special approval. Where necessary, substitute teachers may be appointed.

Article 19 Prenatal Accompaniment Leave and Paternity Leave

A full-time faculty member whose spouse gives birth or experiences a miscarriage after five months of pregnancy may apply for seven days of prenatal accompaniment leave and paternity leave. Such leave shall be taken within fifteen days before or after the date of childbirth or miscarriage.

Applications for and approval of the leave referred to in the preceding paragraph shall be handled in accordance with the relevant provisions of the *Ming Chuan University Faculty Employment and Service Regulations*.

Part 6 Supplementary Provisions

Article 20 Supplementary Provisions and Procedures for Amendment and Implementation

Matters not covered in these regulations will be dealt with in accordance with relevant regulations set by the Ministry of Education and the university.

Upon being passed at the Administrative Council Meeting, and approved by the president, these regulations were announced and implemented. Any revision must follow the same procedures.

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