

Application Form for Computer Classroom Use

Nanda Campus, National Tsing Hua University (NTHU)

Operating Hours for class scheduling: 08:00 - 19:20 (class 1 to 10). Applications will be posted on our page once they are approved. Applicants should check the information by themselves. To cancel any application, a notification must be provided.

Semester ____ of School Year ____

Department & Graduate School:		Teacher:	E-mail:	TEL:	
No.	Class name	Required software & version (mandatory)	Class	Required period (mandatory)	Class time (class or date)
1				<input type="checkbox"/> Whole semester <input type="checkbox"/> Not whole semester: specify the date Date: _____	Week: _____ Class: _____ ~ _____ Time: _____ ~ _____
2				<input type="checkbox"/> Whole semester <input type="checkbox"/> Not whole semester: specify the date Date: _____	Week: _____ Class: _____ ~ _____ Time: _____ ~ _____
3				<input type="checkbox"/> Whole semester <input type="checkbox"/> Not whole semester: specify the date Date: _____	Week: _____ Class: _____ ~ _____ Time: _____ ~ _____

Recommend any courseware for purchase by the Computer & Communication Center (CCC): _____

Responsible person at department & graduate school: _____ Director: _____ Classroom: _____ Approval by CCC: _____

【Notice of Classroom Reservation】

(To be completed by CCC)

1. For applicants who want to reserve the computer classroom throughout the semester, their applications must be submitted **no later than two weeks prior to the beginning of the semester**. The required **software and version** must be mentioned clearly. (If the version is not specified, it will be considered that any version is acceptable.) If your application is not submitted before the specified deadline, or the software required for the semester is not listed in the application form, **requests for classroom arrangement or software installation will not be accepted**. The application for use of the whole semester will be reviewed by the Computer and Communication Center (CCC) depending on the availability of computers and the scope of the class.
2. Only requests for installation of NTHU-licensed software for class use will be accepted for computer classrooms. If other freeware is required, teachers should provide the installation link or installer of such software two weeks prior to the beginning of the semester for the CCC to evaluate if it can be installed. Applications for such installation not submitted before the specified deadline will not be accepted.
3. As the installed software and available amount of computers are different between computer classrooms, teachers must make sure that the software installation and hardware environment satisfy the needs of their lecturing once the classroom is arranged. If you encounter any problem, contact the CCC for us to make adjustments accordingly.
4. Everyone shall respect the intellectual property rights. Any trial version of software should be installed by yourself during classes.
5. For applicants who don't require the use of the whole semester, applications should be submitted one week earlier if the week of use can't be specified. For the application form, download it from the document download section of the CCC homepage.