

National Tsing Hua University Computer & Communication Center

Rules for Use of the Synchronized Distance-Learning Classrooms

December 17, 2002	Passed by Meeting of the Computer & Communication Center Committee
December 29, 2004	Amendment passed by Meeting of the Computer & Communication Center Committee
June 12, 2012	Amendment passed by Meeting of the Computer & Communication Center Committee
June 18, 2012	Approved by the President
June 16, 2015	Amendment passed by Meeting of the Computer & Communication Center Committee
July 7, 2015	Approved by the President

- Article 1 These Rules are stipulated for proper management of use of the Synchronized Distance-Learning Classrooms (hereinafter referred to as the Remote Classrooms).
- Article 2 The Remote Classrooms are for the school's synchronous remote teaching courses and other courses arranged by the Office of Academic Affairs. Other units inside or outside the school needing to use a Remote Classroom as a venue for a meeting or activity must submit the application to the Center.
- Article 3 Remote Classrooms are available Monday through Sunday from 7:30 AM to 10:30 PM. The remote teaching courses and general courses arranged by Office of Academic Affairs have priority in using these classrooms; the remainder of the schedule is available for application by other units.
- Article 4 Units within the school can fill out the online classroom use application form under "Computer & Communication Center Services" in the Academic Information System. Units outside the school can download the Synchronized Distance-Learning Classroom Use Application Form from the webpage of the Computer & Communication Center's Division of Learning Technology. Please submit the application to our Center 7 working days in advance. The

Center will give notice of review results by email or phone call within three working days of receiving the application form.

Article 5 Fee Collection

Fees	Units inside the school		Units outside the school
	Working hours	Non-working hours	
1. Use of venue	1000	1300	3250
2. Videography fee	1000	1000	2000
3. Security deposit			2000

Notes: 1. All fees above are charged per hour.

2. Videography service is only provided in Remote Classroom B.

Article 6 The Center only accepts payment in two forms: by cash, or by in-school account transfer. After approval, units inside the school can submit the payment after using this classroom; for units outside the school, payment must clear in full before using a Remote Classroom, and the security deposit will be returned on the spot after the classroom is returned to its original state after use. Payments in cash should be submitted to the Center's Division of Learning Technology. For those choosing in-school account transfer payment, the Center will send an in-school transfer slip to the borrowing unit. The borrowing unit should fill the slip out with the payment codes and supervisor's signature, then return the slip.

Article 7 Use of a Remote Classroom shall be in compliance with the following principles:

- (1) In the event of special circumstances, the Center is entitled to inform the borrow unit four working days in advance of a change of schedule. If the borrowing unit cannot reschedule, the Center is entitled to revoke the right of use and return the payment, and the borrowing unit shall not object or seek compensation.

- (2) After the application for borrowing a Remote Classroom is approved, the borrowing unit cannot privately lend it to others to use. Any cancellation or rescheduling must be submitted to the Center three working days in advance.

Article 8 Use of a Remote Classroom shall be in compliance with the following regulations:

- (1) It must not violate government laws or regulations, or school regulations.
- (2) The actual use shall be consistent with the content of the application.
- (3) No activities may damage the building or equipment of a Remote Classroom.
- (4) Do not move or damage instruments, desks or chairs in a Remote Classroom, and do not compromise the cleanliness of the classroom.
- (5) Do not eat, drink, or chew gum in the classrooms.
- (6) Pets are not allowed in the classrooms.

Article 9 Only the staff of the Center are allowed to use the equipment. Personnel of the using unit must not enter the main control room without permission.

Article 10 Equipment within a Remote Classroom cannot be used without consent by the Center. If additional equipment is to be used, the request should be submitted along with the application, and then the equipment can be installed after approval by the Center. The borrowing unit must not install any equipment without permission.

Article 11 After using a Remote Classroom, the borrowing unit should clean the classroom and restore it its original condition.

Article 12 If there are any violations of Articles 7 to 11 of these Rules, the Center is entitled to stop the use immediately and reject applications from this unit for use of the venue for 6 months.

Article 13 The Center is not responsible for users' items or property.

Article 14 The borrowing unit shall be liable for compensation if there is damage to the venue, materials, or equipment of the Remote Classroom.

Article 15 These Rules shall become effective after being passed by a meeting of the Computer & Communication Committee and approved by the

President, and the same shall apply to any amendment(s) thereto.