

中國醫藥大學教師申請調課作業規定
China Medical University Regulations for Faculty Class Rescheduling

第一條 為使本校教師所教授課程之上課時間、上課地點或上課教師異動時（以下簡稱調課）有所遵循，特訂定本規定。

These regulations are established to provide guidelines for any changes to the class time, location, or instructor of courses taught by CMU faculty members (hereinafter referred to as “class rescheduling”).

第二條 「教師任課時間表」於教師資訊系統公告各任課教師後，應依排定時間上課，學期進行中不得再任意更動時間，以免影響重、補、選修學生權益。同時亦請各教師協助，勿任意答應學生之調課要求，以免時間、教室衝突或聯繫不當而生困擾。

Once the “Faculty Teaching Schedule” is announced in the Teacher Information System, all faculty members must conduct their classes according to the scheduled time. No changes are allowed during the semester, in order to avoid affecting the rights of students who are retaking, making up, or taking elective courses. Faculty members are also requested not to agree to students’ requests for class rescheduling, in order to prevent scheduling conflicts, classroom use issues, or communication problems.

第三條 教師申請調課需符合下列情形之一：

- 一、對調上課時間。
- 二、病假(長期需另案簽准)。
- 三、產假。
- 四、參加學術研討會議。
- 五、參加主管會議。
- 六、校方指派參加會議。
- 七、與門診或手術時間衝突。

Faculty may apply for class rescheduling under any of the following conditions:

1. Mutual agreement to swap class times.
2. Sick leave (long-term leave requires separate approval).
3. Maternity leave.
4. Participation in academic conferences.
5. Participation in administrative meetings.
6. Participation in meetings assigned by the university.
7. Conflicts with outpatient clinics or surgical schedules.

第四條 教師申請調課需填寫「教師調課申請單」，並至總務處『教室租借查詢系統』申請教室借用，經課程負責人同意簽章後，將「教師調課申請單」送回教務處或研究生事務處備查。並於上課三日（含）前（扣除假日後）由授課教師或開課系（所）通

知學生。若臨時之事、病假，請電話告之系所或註冊課務組，於事後補填寫「教師調課申請表」補課。

為維護學生之受教權，申請調課之授課教師於填寫「教師調課申請單」前，需確定該課程之所有修課學生於擬調課時間皆無任何衝堂後，方可提出申請。

課程若需更改全學期上課時間，課程負責人需於教師資訊系統公告「教師任課時間表」後三日內（含），將簽准之「開課後課程變動申請單」送教務處或研究生事務處，逾期不得再要求更改，以維護學生選課權益。

Faculty must complete the "Class Rescheduling Application Form" and apply for classroom use through the "Classroom Booking System." After obtaining approval and signature from the course coordinator, the application form should be submitted to the Office of Academic Affairs or the Office of Graduate Student Affairs for recordkeeping. Students must be notified by the instructor or the offering department/institute at least three days before the rescheduled class (excluding holidays). In cases of unexpected events or sick leave, please notify the department or the Registration and Curriculum Division by phone, and complete the "Class Rescheduling Application Form" afterward to arrange a make-up class.

To protect students' right to education, before submitting the rescheduling application, the instructor must ensure that none of the enrolled students have scheduling conflicts with the proposed new class time.

If an entire semester's class time needs to be changed, the course coordinator must submit the approved "Post-Course Commencement Change Application Form" to the Office of Academic Affairs or the Office of Graduate Studies Affairs within three days after the "Faculty Teaching Schedule" is announced in the Teacher Information System. No changes will be accepted after the deadline in order to ensure students' course selection rights.

第五條 本作業規定經教務會議通過，陳請校長公布實施，修正時亦同。

These regulations shall be implemented upon approval by the Academic Affairs Meeting and promulgation by the President of the University. Amendments follow the same procedure.