

Application Guide for the OAA Future Classroom

Approved by the Office of Academic Affairs Meeting on March 13th, 2020
Amended by the Office of Academic Affairs Meeting on October 12th, 2020

- I. The Digital Learning Center (DLC) of the Office of Academic Affairs (OAA), National Taiwan University (NTU) has established this Application Guide for the management of the OAA Future Classroom (hereinafter referred to as “the Classroom”).
- II. Please refer to the “Introduction of the OAA Future Classroom and Related Important Information” for the list of equipment and the classroom capacity.
- III. NTU faculty members may submit an application to use the Classroom for teaching activities. Priority is given to the Ministry of Education (MOE) Teaching Practice Research Program and other academic research projects or trials for innovative teaching methods.
- IV. The Classroom is available for reservation during the NTU daytime class periods: 8:10AM to 18:20PM Monday to Friday. To reserve the Classroom for one-time teaching activity, please refer to the “OAA Future Classroom Reservation Form for One-Time Teaching Activity” at the DLC website.
- V. Applicants must fill out and submit the application to DLC (Download the Application Form from the [DLC website](#)). Applicants who are executing MOE Teaching Practice Research Program or other research projects must provide related documents for the review process.
- VI. The Applicant must use the Classroom for two thirds (2/3) or more of the course weeks during the semester.
- VII. The Applicants must submit the application prior to the application deadline announced by DLC at the end of each semester. DLC will review the applications and announce the results. An Applicant approved for the first time must attend classroom equipment training.
- VIII. Users of the Classroom must adhere to the following:
 - (I) Properly maintain the classroom equipment. The user is liable for compensation for any damage from improper usage.
 - (II) The management staff must be immediately informed of any existing equipment defect or damage prior to usage. The user is liable for the compensation of any equipment damage or exacerbated damage from usage after failing to inform the management staff of existing defects and damages.
 - (III) The user must take inventory of the classroom equipment and accessories after each lesson and is liable for any damage compensation.
 - (IV) The user must properly maintain the classroom environment and facilities. It is prohibited to modify the existing equipment and connect or change the power circuits. It is also prohibited to use non-teaching equipment or high-power electronic devices. The user is liable for compensation and repairs for any damage caused by overloading electronic equipment.
- IX. If the course to apply for usage of the Classroom involves any of the following conditions, then the application shall be rejected; if an application already approved involves any of the

following conditions, then the DLC may terminate access to the Classroom at any time and the user has no right to raise an objection:

- (I) Violating the law or NTU regulations.
- (II) Violating public order or good morals.
- (III) Posing security concerns.
- (IV) Deliberately damaging public property.
- (V) The NTU Guidelines for the Control and Management of Noise Pollution shall be imposed for any noise created when using the Classroom if the user fails to heed warnings and correct any noise violations;
- (VI) Other illegal behaviors.

An Applicant is prohibited from applying to the DLC for the use of the Classroom for a period of one year after a violation of the regulations stipulated above.

- X. The Guidelines are effective upon approval by the Office of Academic Affairs Meeting and shall be implemented from the date of promulgation.