

Teachers' Guide to Mid-semester Leaves and Makeup Classes

Passed by the Academic Affairs Meeting in its 1st Meeting of the 2nd Semester of the 2013 Academic Year
Confirmed by the Academic Affairs Meeting in its 2nd Meeting of the 2nd Semester of the 2013 Academic Year

1. If lecturers have classes while on leave, but the reasons for taking the leave do not conflict with the times of the classes, then they will teach the classes as usual and not be required to schedule makeup classes. Potential scenarios include the following:
 - (1) It is the other lecturer's turn to teach a jointly offered course.
 - (2) The reason for taking the leave is to take the class on a course-related field trip, such as a seminar or tour.
 - (3) The lecturer is able to finish a class while on leave before leaving the university or start a class after returning to the university.
2. Lecturers who have classes while on leave but are unable to teach the classes should schedule makeup classes based on the number of sessions. The number of makeup sessions should be identical to the number of original sessions. Lecturers are advised not to combine several classes into one makeup session. For example, it is not advised to teach five 10-minute sessions between classes as one makeup class.
3. Lecturers who conduct interactive "remote teaching" via the Internet while on leave should provide synchronous or nonsynchronous remote interaction. The content and quantity of time should be equivalent to the original classes.
4. Lecturers who intend to find substitute lecturers or speakers during a leave of absence are advised to comply with the following rules:
 - (1) When asking full-time/part-time lecturers at NCCU to serve as substitute lecturers, ensure they are from sufficiently similar fields.
 - (2) When asking lecturers from other universities to serve as substitute lecturers, ensure they are from sufficiently similar fields and hold similar positions.
 - (3) When inviting outside parties without lecturer qualifications to give speeches, ensure there is a substitute lecturer in either of the two categories above present.
The field and position of a substitute lecturer in the preceding paragraph should be described on the leave application.
5. Lecturers who are taking leaves and arrange for students to write examinations during the time should ensure teaching assistants are present as proctors. If students are left to do their homework, watch videos or conduct other self learning activities, teaching assistants should be present to provide instructions or guidance. The teaching assistants should be teaching assistants who are allocated by the NCCU teaching or administrative units, and their names should be listed in the corresponding course outlines or leave applications. The teaching assistants should possess adequate expertise and education levels (also to be specified on the leave applications). In the absence of a teaching assistant, if students are left alone to study on their own or conduct course related activities, the sessions should be treated as homework from regular classes, and the lecturer will not be considered to have provided a makeup class.

6. The total number of hours of makeup classes, substitution and teaching modes referred to under Articles 2 to 5 for each course in each semester should not exceed three eighteenths of the total number of required teaching hours (eighteen hours multiplied by the number of credits) in a semester.
7. Any field trip while a lecturer is on leave should be led by the lecturer instead of a teaching assistant, as field trips involve higher risks.
8. Any seminar or tour to be taken by students by themselves (especially when students will be required to write reports afterward) while a lecturer is on leave, if unaccompanied by the lecturer, should not be treated as a class or makeup class.
9. Lecturers should not end classes early or shorten courses. For example, lecturers should not finish courses for graduating classes prematurely at the end of May, or finish general courses in the 15th or 16th week, or shorten courses by adjusting their teaching speed. The Ministry of Education stipulates eighteen teaching hours for each credit (except on statutory holidays), including the time for examinations and learning assessments. In the absence of examinations, other teaching activities should be arranged to actually deliver classes or makeup classes.
10. Zero credit courses for which lecturers do not receive pay will be exempted from the rules above.