

# Yuan Ze University Regulations on Lecture Adjustments and Make-Up Lectures

Approved by the 8<sup>th</sup> Academic Affairs Meeting of the 2023 Academic Year on May 1<sup>st</sup>, 2024

Revised by the 2<sup>nd</sup> Academic Affairs Meeting of the 2024 Academic Year on November 20<sup>th</sup>, 2024

Revised by the 4<sup>th</sup> Academic Affairs Meeting of the 2024 Academic Year on April 23<sup>th</sup>, 2025

- Article 1 To be followed by all full-time and part-time faculty members on lecture adjustments and make-up lectures, the “Regulations on Lecture Adjustments and Make-Up Lectures” have been established. (Hereinafter referred to as these regulations.)
- Article 2 If lecturers are absent from a lecture due to taking a leave, they must apply make-up lectures in advance or arrange for substitute lectures. Lecturers should follow the provisions of Chapter 6 of the “YZU Regulations for Employment, Payment, Service of Faculties” and the “YZU Regulations Governing the Appointment of Adjunct Faculty,” and the leave procedures in accordance with the relevant regulations of the Personnel Office.
- Article 3 The rules of adjusting and making-up lectures
1. Unless there are special circumstances, lecturers must teach according to the original course schedule.
  2. If lecturers need to adjust or make-up lectures of elective courses, they must notify the students in advance.
  3. Lecture adjustments and make-up lectures must be applied in advance through the school curriculum system, and all students in the course must be notified.
  4. The head or supervisor of the course-offering department should review the rationality and necessity of the lecturers’ applications for lecture adjustments and make-up lectures, and urge the lecturers to complete the procedures.
  5. The lecture adjustments and make-up lectures shall not affect the rights and interests of other lecturers and students of the courses.
  6. The time of the make-up lectures shall not exceed four hours beyond the scheduled teaching time on the same day.
  7. In order to protect students’ rights of taking examinations, there shall be no make-up lectures during midterm and final examination weeks.
  8. In order to protect students’ rights of receiving education, if midterm and final examinations are moved to other weeks, lecturers must teach on the midterm and final examination weeks.
  9. The time of the make-up lectures is based on the class sections. It is recommended to give priority to arrange make-up lectures the sixth section on Wednesday. Please note that the sixth section on Wednesday is also the tutor time.
  10. If the make-up lectures are scheduled between 12PM and 1PM, the lecturer must confirm with the students and secure the time for taking meals.
  11. On lecture adjustments and make-up lectures, the lecturers must provide supplement materials and relevant resources for the affected students, such as recorded videos of the lectures, to protect students’ right of receiving education.
  12. After lecture adjustments and make-up lectures, relevant certificates must be submitted for review by the head or supervisor of the course-offering department.
- Article 4 In the event of a disaster, if faculty or students are affected due to residing in or commuting through areas where government-mandated work and class suspensions are in effect, while Taoyuan City has not issued a similar suspension, flexible teaching measures may be implemented to prioritize safety and safeguard students' right to education.
1. Faculty may employ synchronous remote teaching or provide course materials, handouts, or other flexible measures as appropriate to the course. These measures should ensure that students' learning is not disrupted, and faculty should promptly

notify their supervisors and inform students accordingly.

2. Students must notify their instructors immediately and follow the required procedures to apply for leave. If needed, they may request support from instructors in accessing online classes or relevant materials.
3. If an instructor cannot conduct the class in any manner during the scheduled session, they must inform their supervisors without delay and communicate the necessary updates to the students. Subsequent arrangements shall be made in line with these guidelines.

Article 5 The matters not covered by these regulations shall be implemented in accordance with Academic Regulations and other regulations of the university.

Article 6 These regulations and their revisions shall be passed by Academic Affairs Meeting and then implemented on the date of promulgation.