

Teacher's rescheduling and make-up class application

Contractor: Mrs. Luo (Ext. 2031)

1. According to Article 28 of the school's teacher appointment and service rules: "Full-time or part-time teachers who take leave should make up for the missed courses themselves or negotiate with an employer that agreed by the supervisor.
2. After full-time (part-time) teachers log in to the "CYCU paperless platform" to apply for leave, they should fill in the course adjustment and make-up information in the "Teacher Adjustment and Make-Up System". The Information is provided for reference by the course offering unit and the Academic Affairs Office.
3. Make-up classes during flexible holidays will be handled by the Academic Affairs Office. If the teacher cannot cooperate on the unified make-up days, he or she must apply for make-up classes and borrow classrooms at other times through the "Teacher Transfer and Make-up Course System"; courses originally scheduled on the make-up day must borrow the other classroom by themselves.
4. To borrow a classroom that is under the jurisdiction of the Academic Affairs Office, please enter the "Empty Classroom Borrowing" section of the "Classroom Borrowing System" to borrow. For weekends, sports meetings, national holidays, and winter and summer vacations, please borrow it from the Office of General Affairs.
5. The relevant system paths are as follows:
 - (1) Teacher adjustment and replenishment system: CYCU Home Page/Teacher /log in/Teacher website/Teaching/Teaching website/Teaching Learning convenience/teacher adjustment and make-up system.
 - (2) Classroom Borrowing System: CYCU Home Page/Teachers/log in/Academic Affairs Office/Classroom Borrowing System.
 - (3) Paperless platform: <https://paperless.cycu.edu.tw/#/>

- Operation instructions for Course adjustment and Make-up course system
- Data input screen

中原大學 教師調課補課系統
 Chung-Yuan Christian University

首頁 登出

你好

功能名稱

- 調課補課申請
- 調課補課授權

學年級	課程代號	課程名稱	授課老師	原上課時段		補課時段			備註
				日期	時間/教室	日期	時間	教室	
1111	BA125H	企業高科技組 三乙		<input type="text"/> (請點選)	2-234/ 教學 308	<input type="text"/> (請點選)	<input type="text"/> (請點選)	<input type="text"/> (可能入教室、 遠端教學、或 原教室)	<input type="text"/> (限50字內)