Ming Chi University of Technology Classroom Borrowing Application Form

□ Borrowing period (starting date: /

□ Temporary borrowing (date: /)			Academic yearSemester							Date: _	(yyyy)(mm)	(dd)
Department	Course Subject Title		Original classroom			Classroom to be used					ъ	
& Class			Classroo m No.	Day of the week	Session	Class	Classroom No.	Day of the week	ne Session	Co	urse Instructor	Purpose
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Explanation	 Purpose: This form is designed to make sure that instructors/advisors – both those who borrow rooms, and those whose rooms are borrowed – are clearly aware of the classroom and time adjustments, so that classes can run smoothly. Countersigning procedures: Form-filling instructor → Advisor of time-changed class → Original classroom advisor → Department assistant → Department Chair (Director of General Education Center) → Student Counseling Division → Curriculum Development Division. This form is only valid when stamped with the Curriculum Development Division's seal. The borrowing unit must complete classroom cleaning and put desks and chairs back to the original position when classroom activities are done. The borrowing unit must comply with all rules stipulated in the University's management regulations, and shall be liable for compensation for any losses in the event of any violation. Student clubs/department association need to borrow classrooms for their activities must first apply to the Authorizing unit—Student Organizations and Clubs Division and then have their application signed and approved. 											
Handling	7.Curriculum Development Division	6.Student Counseling Division	Chair/D General	partment Director of Education enter	4.Depa Assis		3.Original Cl Adviso		2.Advisor of Tir changed Class		1.Form-filling Instructor	