

# **Wenzao Ursuline University of Languages**

## **Guidelines for Class Rescheduling, Make-up Classes, and Substitute Teaching for Faculty**

Approved at the Academic Affairs Committee Meeting on December 23, 2025  
Ratified by the President on January 14, 2026

- I. To safeguard students' right to education and ensure the instructional hours and learning quality, these *Guidelines for Class Rescheduling, Make-up Classes, and Substitute Teaching for Faculty* (hereinafter referred to as "the Guidelines") are formulated in accordance with the *Regulations Governing Leave of Faculty and Staff at Wenzao Ursuline University of Languages*.
- II. The terms "class rescheduling," "make-up classes," and "substitute teaching" as referred to in these Guidelines are defined as follows:
  1. Class Rescheduling: Adjusting the originally scheduled class period to another time slot for instruction.
  2. Make-up Classes: Scheduling additional class sessions to compensate for instructional hours not delivered due to approved leave or other authorized reasons, including advance make-up classes.
  3. Substitute Teaching: Instruction delivered by an appropriate faculty member who temporarily assumes teaching responsibilities in accordance with the course plan.
- III. Full-time and part-time faculty members of the University shall personally conduct classes in accordance with the approved course schedule. If a faculty member is unable to teach as scheduled due to leave or other approved reasons (such as participation in university activities), arrangements for class rescheduling, make-up classes, or substitute teaching shall, in principle, be completed at least three (3) days before the scheduled class session to protect students' rights.

In cases of special circumstances (such as emergency official duties or sudden illness), the instructor may notify students, the course-offering unit, the instructor's affiliated unit, and the Office of Academic Affairs in advance, and shall proceed in accordance with Article 8 of these Guidelines.

Where an off-campus instruction is proposed as a form of make-up class, the application timeline shall comply with the *Guidelines for Off-Campus Teaching of Wenzao Ursuline University of Languages*, and the application shall be submitted at least fourteen (14) days in advance.
- IV. When applying for class rescheduling, make-up classes, or substitute teaching, instructors shall complete the online application form and state the reasons therefor clearly. The application shall be submitted to the Office of Academic Affairs for record after approval

by the course-offering unit and the instructor's affiliated unit. Relevant supporting documents shall be attached when necessary.

V. For instructional hours not delivered due to official leave, personal leave, sick leave, or other approved reasons, instructors shall make up the missed hours on a "hour-for-hour and class-by-class" basis. Make-up classes shall be conducted separately for each class section and shall not be combined across classes.

VI. The content, depth, and assessment methods of make-up classes shall be equivalent to the original course objectives.

Where synchronous online instruction is adopted as a form of make-up classes, the arrangement shall comply with *the Guidelines for Teachers Applying for Synchronous Online Teaching at Wenzao Ursuline University of Languages*.

VII. Regulations Governing the Use of Off-Campus Teaching as Make-up Classes are as follows:

1. Off-campus teaching shall be directly related to the course learning objectives, demonstrate instructional necessity, and be incorporated into the teaching plan in advance or specified through supplementary instructional explanations.
2. The number of instructional hours recognized for a single off-campus instructional activity shall not exceed the actual hours delivered for that activity and shall be limited to one class only. The off-campus instructional activity shall not be used concurrently to offset instructional hours for multiple classes, nor shall hours exceeding the actual instructional time be recognized. Exceptions may be granted only under special circumstances arising from course characteristics or instructional arrangements, subject to justification and formal approval.
3. In accordance with the *Guidelines for Off-Campus Teaching at Wenzao Ursuline University of Languages*, multiple class sections of the same course may participate jointly in off-campus instruction, and identical instructional hours may be recognized separately for each participating class. Such activities shall not be used concurrently or retroactively to offset instructional hours for non-participating classes, nor shall hours exceeding the actual instructional time be recognized.
4. Missed instructional hours for each class shall be compensated separately.
5. Applications, approval procedures, and calculation of instructional hours for off-campus teaching shall be governed by the *Guidelines for Off-Campus Teaching of Wenzao Ursuline University of Languages*. Matters not otherwise specified shall be handled in accordance with these Guidelines.

VIII. Procedures and Deadlines:

1. Instructors shall complete all applications and approval procedures before class rescheduling, make-up classes, or substitute teaching. In cases where prior application is

- not feasible due to emergencies, instructors shall promptly notify students and relevant units and complete the required procedures within one (1) week.
2. For foreseeable leave scheduled three (3) weeks or more in advance, instructors shall first coordinate make-up class or rescheduled class arrangements with each class and shall specify the make-up dates, class periods, and locations for each class at the time of application. Applications submitted without prior coordination shall be returned for revision.
  3. All make-up classes shall be completed before the end of the semester.
  4. Information regarding the time and location of rescheduled classes, make-up classes, or substitute teaching (including online meeting links) shall be announced on the University's online learning platform, and attendance and instructional records shall be retained as supporting documentation.
- IX. Make-up classes shall, in principle, be conducted during regular instructional periods. Examination of any form, including quizzes, tests, midterm examinations, or final examinations, shall not be used as a make-up class.
- Where make-up classes must be conducted during the evening or on non-instructional days, the consent of enrolled students shall be obtained and documented. Make-up classes shall not encroach upon university-wide activity periods unless special approval has been granted.
- X. Substitute teaching shall be given to appropriately qualified faculty members with the University. Substitute teaching remuneration shall be calculated and paid in accordance with actual instructional hours and relevant regulations.
- Substitute teaching shall follow the original course plan, and where necessary, the original course instructor shall provide teaching materials and assessment criteria.
- XI. Where class rescheduling, make-up classes, or substitute teaching is not completed in accordance with these Guidelines, or where required instructional hours are not fully compensated, the corresponding teaching hours shall not be recognized or shall be deducted from remuneration. In serious cases, the matter shall be handled in accordance with faculty evaluation procedures or relevant personnel regulations.
- XII. These Guidelines shall take effect upon approval by the Academic Affairs Committee and ratification by the President. Any amendments shall follow the same procedure.

*(The English translation is for reference only. In case of any discrepancy between the Chinese version and the English version, the Chinese version shall prevail.)*