SNG Distance Video Conferencing Classroom Use Regulations

Approved by the 114-1-9 Office Affairs Meeting of the Office of Digital Education on October 23, 2025

I. Purpose

This facility is a dedicated space designed to support real-time remote teaching and learning. It is intended to support a range of functions, including digital teaching training for faculty members and students, synchronous interinstitutional distance learning courses, the development of digital learning competencies, and the production and post-production of digital courses.

II. Managing Unit

(1) The facility shall be centrally managed by the Division of Instructional Development for E-Learning of the Office of Digital Education. A facility administrator shall be designated to assist with the management and maintenance of the facility and its equipment.

(2) Inquiries regarding the use of this facility: Mr. Su, 03-2652714.

III. Order of Priority for Approval of Facility Use

Except for regularly scheduled semester courses, applications shall be approved in the following order of priority:

(1) University-wide live broadcasts of major University affairs, including ceremonies, meetings, and events;

(2) Synchronous interinstitutional distance seminars and interinstitutional live broadcasts, including interinstitutional courses and formal live-streamed meetings;

(3) Production and post-production of digital courses and MOOCs;

(4) Instructional pilot courses under digital innovation application projects and the OMO Digital Learning Model;

(5) Training in digital teaching and digital learning competencies for faculty members and students;

(6) Digital teaching and learning activities organized by University units;

(7) Students' self-directed digital learning, including viewing instructional videos for digital courses.

A unit with a special need that does not fall within any of the courses or activities listed above may, in accordance with these Regulations, consult the managing unit before submitting an application for use.

IV. Eligible Users

Faculty members, staff members, and students of Chung Yuan Christian University (hereinafter referred to as “the University”). An off-campus organization seeking to use the facility shall have an on-campus contact submit the application and assume responsibility for all related matters.

V. Hours of Use and Opening Principles

(1) Hours of use: During semesters, the facility shall be open during the University's regular working hours. During winter and summer breaks, the hours for accepting applications may be adjusted in accordance with the University's administrative service hours. As a general rule, the facility shall not be available in the evening, on weekends or other holidays, or on national holidays.

(2) The Office of Digital Education may directly reserve time slots for its activities or for major University-level activities.

VI. Application Procedures and Rules of Use

(1) Regular semester course scheduling:

This category includes recurring courses that use the SNG distance video conferencing classroom as the instructional venue during a semester, synchronous interinstitutional courses, OMO courses, and similar courses.

1. Except where a course requires hardware or software unique to this classroom and may therefore receive scheduling priority, applicants shall consult the responsible staff member of the Office of Information Technology so that the course may be scheduled in a University computer classroom.
2. If University computer classrooms are unavailable, the applicant shall explain why use of this classroom is necessary for instruction. The course may be scheduled only after approval by the managing unit.
3. One to three hours per course per week is recommended. Ten to fifteen minutes shall be reserved before and after each time slot for setup, departure, and equipment switching.
4. Each course shall designate one responsible person to attend equipment operation training and testing in this classroom at the designated time.
5. Where an approved semester time slot is used for a different purpose without authorization, or another course or activity is substituted for the approved use, scheduling privileges may be suspended for the following semester.
6. In the event of a major University-level meeting or activity, the approved time slot may be reassigned with the approval of the responsible supervisor.

(2) Use for general courses or activities:

This category includes non-recurring OMO activities, innovation application activities, digital projects, interinstitutional distance activities, training activities, live-streamed meetings, and other temporary uses.

1. Use is by reservation. A University unit shall submit its application at least seven days before the activity date. An interinstitutional or large-scale live-streamed activity shall submit its application at least fourteen days in advance. Before applying, the applicant shall telephone the classroom administrator to confirm availability, send

an Outlook meeting invitation to the “Office of Digital Education SNG Classroom” mailbox, and receive a confirmation reply. The reservation is complete only upon receipt of that confirmation.

2. Each reservation shall generally be for one to three hours, including equipment testing and rehearsal time. Reasons shall be stated for consecutive reservations.
3. Where applications conflict, priority shall be determined in accordance with Section III and the order in which applications were submitted. The managing unit may coordinate the applications when necessary.
4. Equipment testing shall be completed no later than the day before the activity. A separate rehearsal time shall be arranged for an interinstitutional or large-scale live broadcast.
5. Emergency contact for activities: Mr. Su, extension 2714. Support hours shall be the same as those specified in Subparagraph (1) of Section V and shall be subject to the managing unit's actual announcement.
6. If, after a reservation has been confirmed, the user is unable to use the facility, the user shall notify the administrator and cancel the Outlook mailbox invitation no later than three working days before the originally scheduled activity date. A new application shall be submitted for any rescheduled use.
7. Where a user has cancelled multiple reservations, the managing unit may adjust that user's use privileges.

VII. Classroom Equipment and Software

(1) Core equipment: cameras, audio capture equipment, live-streaming encoders, projectors and large displays, video and audio recording equipment, and conferencing systems.

(2) Software list: The list shall be maintained by the managing unit and is set out in Appendix A (List of Specialized Computer Software).

(3) Software installation: Users shall not install software without authorization. Any temporary need shall be stated in the application and shall be evaluated by the managing unit.

VIII. Live-Streaming and Recording Requirements

(1) Portrait rights and authorization: The applicant unit shall be responsible for notifying participants and obtaining all required authorizations.

(2) Copyright: Any content played or recorded shall be lawfully authorized. The applicant unit shall bear responsibility for any infringement.

(3) File retention: The applicant unit shall provide its own storage and save the recording files before the computer is shut down at the end of the activity. The files will be automatically deleted when the computer is shut down.

IX. Classroom Maintenance and Notes

(1) The classroom is equipped with computers, screens, and professional recording and broadcasting systems. To maintain equipment functionality and environmental cleanliness, food and beverages shall not be brought into the classroom. Cables and seats shall be restored to their original condition before departure.

(2) Volume shall be kept at an appropriate level to avoid disturbing nearby offices and library study areas. Courses involving high-volume recording or music shall be disclosed and coordinated in advance.

(3) Any equipment damage, loss, or abnormality shall be reported immediately. If the cause is determined to be attributable to human action, the responsible party shall bear the cost of repair or compensation.

Appendix A　List of Specialized Computer Software

No.	Software	Description	Installed On
1.	MAGIX Music Maker	Music composition software	☑ Instructor workstation ☑ Student workstation
2.	MuseScore 4	Music composition software	☑ Instructor workstation ☑ Student workstation
3.	MuseScore 3	Music composition software	☑ Instructor workstation ☑ Student workstation
4.	OBS Studio	Live-streaming/recording software	☑ Instructor workstation ☑ Student workstation
5.	CyberLink PowerDirector 16	Video editing software	☑ Instructor workstation ☑ Student workstation
6.	Adobe Premiere	Video editing software	☐ Instructor workstation ☑ Student workstation