

**Chung Yuan Christian University (CYCU)**  
**Guidelines for Faculty Advisers on Reducing Required Supervision Hours**  
**for Graduate Students**

- Article 1 Full-time faculty members of this university who supervise graduate students may apply for a reduction in teaching hours in accordance with the provisions of these guidelines.
- Article 2 The number of master's, master's, and doctoral students supervised by the instructor in the previous academic year is used to calculate the number of lecture hours to be remitted. Four to six students may apply for a remission of one hour of lecture hours in the current academic year, but the number of hours to be remitted in each semester is limited to one hour in each semester, and may be applied to two hours in a semester. The number of co-advised graduate students shall be counted as half. The number of graduate students under four or more than six, after applying for the reduction and crediting of hours, may be accumulated for use in the next academic year.
- Article 3 The application for a reduction or retention of lecture hours for each academic department should be calculated and submitted to the Office of Academic Affairs by the end of August each year.
- Article 4 The number of hours to be taught in the current academic year must not exceed the number of hours to be taught. (cannot exceed the number of hours).
- Article 5 If the instructor fails to apply for a reduction or retention of lecture hours in accordance with these guidelines or is not allowed to do so, the instructor will still receive the dissertation instruction fee in accordance with the relevant regulations of the University.
- Article 6 These guidelines have been effective after approval by the CYCU administrative meeting.