

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

Passed by the 826th Administrative Coordination Meeting on July 13, 2006.
Amended by the 837th Administrative Coordination Meeting on June 14, 2007.
Amended by the 1026th Administrative Coordination Meeting on September 5, 2024.

Article 1 Full-time faculty members at Chung Yuan Christian University who supervise graduate students may apply for a reduction in teaching hours in accordance with the regulations outlined in the *CYCU Guidelines for Faculty Advisers on Reducing Required Supervision Hours for Graduate Students* (hereinafter referred to as these guidelines).

Article 2 The reduction in teaching hours for faculty members supervising graduate students is calculated based on the number of active students (excluding leave of absence). Faculty members may apply for a reduction of one teaching hour per semester for every four master's students (including professional master's programs) or two doctoral students. Each student can apply for a reduction for up to four semesters.

The reduction granted for the first and second semesters of the same academic year can be used interchangeably, but the maximum reduction per semester is limited to four hours.

If the number of students supervised does not reach the minimum for one hour or if the remaining hours after an application are insufficient for one full hour, these can be accumulated and used in the next semester.

For co-supervision, the number of students is calculated according to the supervision ratio.

Article 3 Applications for reduced teaching hours, carryover, or accumulation must be calculated by the faculty member during the designated period announced by the Human Resources for full-time faculty and then submitted to the Office of Academic Affairs, Course and Registration Division.

Article 4 Faculty applying for reduced teaching hours must not exceed their allotted teaching hours for the current semester.

Article 5 Faculty members supervising students who have completed a maximum of four semesters of reduced teaching hours will no longer receive a thesis supervision fee for those students. However, if the student has not reached four semesters, the thesis supervision fee will be given proportionally.

Article 6 The Guidelines shall take effect after they are approved at the Academic Affairs Meeting and announced by the President. The same shall apply to all subsequent amendments.