

Chung Yuan Christian University (CYCU)

Classes and Scheduling Regulations

Passed at the 964th Administrative Meeting on October 4, 2018
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- Artical 1 Chung Yuan Christian University (hereinafter referred to as this university) has formulated the "CYCU Classes and Scheduling Regulations" (hereinafter referred to as this regulation) in order to enable to all units can comply with the procedures for opening and scheduling classes and make full use of teaching resources.
- Artical 2 The courses offered by each teaching unit shall be conducted in accordance with the "Table of Curriculum & Credit" of each department's "Academic Guidelines" approved by the Academic Affairs Meeting of Chung Yuan University.
- Artical 3 Principles of Course Offerings:
- I. The starting hours of bachelor's and master's degree classes will be calculated according to the "Teaching Hours Accounting Principal" of the University and will be communicated to each teaching unit by the Student Learning Development Center. The starting hours of master's in-service classes will be adjusted in accordance with the University's "Regulations for Allocating Funds to Master's In-service Classes" and then forwarded to each teaching unit with the approval of the Dean of Academic Affairs.
 - II. The number of teaching hours for each course should be the same as the number of credits, except for physical education, experiments, internships, projects, and practical work.
 - III. The instructor should complete and upload the Chinese and English course information for students' reference prior to the course selection.
 - IV. Principles for new courses:
 - (1) Any course name that has not been used in the University before is considered a new course.
 - (2) New courses should have both English and Chinese titles and course outlines and should be accompanied by the relevant minutes of meetings as specified below before they can be offered.
 - (a) Required subjects: Must be approved by the curriculum committee at the department, college, and university levels.
 - (b) Selective courses: Must be approved by the curriculum committee or departmental affairs meeting of each course offering unit.
 - V. Deletion Policy: If there are not enough students in the course after the deadline

of registration, the course will be handled in the following ways:

- (1) The Office of Academic Affairs will notify all classroom units to inform the teachers and students that classes will be closed.
- (2) The school will pay the hourly rate for 3 weeks for teachers who have already attended classes.
- (3) Students' class records will be deleted and announced by the Office of Academic Affairs.

VI. It is not allowed to complete the whole semester course intensively in a short period of time (for example, one course cannot be completed with short-term intensive teaching during the winter or summer vacations). However those who hire foreign scholars and experts, master's in-service courses, or those who need to teach in advance during the summer vacation for special reasons shall be submitted to the academic affairs meeting for review and approval by the Curriculum Committee of the department, college and school, and the course shall be included in the schedule for the first semester of the next academic year.

VII. The coding principles of course codes shall be handled in accordance with the provisions of the Academic Affairs Office, and the same course code should correspond to the same course name.

Article 3-1 In the following cases, joint courses are not allowed, but special cases must be approved by the Curriculum Committee of the department, college and school.

- I. Cross-department, cross-program, cross-major, or cross-grade level combined courses.
- II. Courses with different titles or credit hours combined in a single class.
- III. Courses with the same title or credit hours but different professional fields combined in a single class.

Article 3-2 The Principles for Calculating Course Teaching Hours:

- I. The teaching hours for instructors should be equal to the number of class hours taught.
- II. General courses: For each class taught, one hour of teaching time is counted.
- III. Practicum, laboratory, hands-on, and seminar-type courses: Teaching hours are calculated based on the scheduled course hours, but capped at double the number of class hours.
- IV. Military Training courses: Teaching hours are calculated based on the scheduled course hours, but capped at 2 hours.
- V. Special Research Topic and Independent Research courses: Teaching hours are allocated based on the actual teaching or guidance provided by the instructor, but capped at double the number of class hours.
- VI. Co-teaching: When two or more instructors teach together, the teaching hours are calculated based on the actual hours taught by each instructor.

VII. Parallel teaching: When two or more instructors teach concurrently, the total teaching hours are divided equally among them.

VIII. Collaborative Team Teaching: Instructors are expected to jointly attend and teach the course. This must be approved by the college-level curriculum committee, but the teaching hours are capped at double the number of class hours.

Artical 4 The number of students to be enrolled in the course:

I. The standard number of students:

(1) Single class and teacher training center courses: 10 students or more.

(2) Double class or above: 15 students or more.

(3) Liberal Studies and Physical Education: 20 students or more.

(4) Master's Program: 5 students or more.

(5) Professional Master's Program: 5 or more students.

(6) Doctoral program: 3 students or more.

If a course is still required due to special needs, the course must be approved by the Dean of Academic Affairs upon application, and the number of hours equivalent to the semester in which the course is offered will be deducted. The lower limit of the number of combined courses is calculated based on the standard of the lower degree.

II. Undergraduate students taking graduate courses can be counted as 1/3 of a graduate student. Undergraduate Students Studying Master's Degree Program can be counted as 1 graduate student. Graduate students taking undergraduate courses can be counted as 1 graduate student.

III. The number of students enrolled in non-hourly courses is not restricted as described above.

IV. For summer courses or courses for overseas students and special students, the limit on the number of students who can take the course will be set separately.

V. In order to maintain the quality of teaching and learning, departments with more than 90 students enrolled in a required course must be divided into two classes after approval by the Curriculum Committee.

VI. The maximum number of students for university courses shall not be less than 60, except for courses that require small class sizes, such as language courses, design courses, and laboratory and internship courses. In special cases, the Curriculum Committee is authorized to adjust the number of students at its discretion.

VII. If the number of students exceeds the capacity of a classroom, the course provider should adjust the class to a suitable classroom.

Artical 5 Scheduling Principles:

- I. In order to meet the requirement that full-time teachers must be in school at least four days per week, full-time teachers are scheduled for four days, but at least three days and teaching faculty may provide inconvenient scheduling time for one day only, except for administrative duties and teachers teaching reduced hours.
- II. In order to make full use of the department's quota classroom resources, teachers will be scheduled by the department. The order of priority in scheduling is for teachers with administrative duties, part-time teachers, and full-time teachers.
- III. Full-time faculty members are scheduled for daytime hours.
- IV. Classes and teaching activities may not be scheduled on Wednesdays during the 3rd and 4th periods, except for special classes for Mainland Chinese Students' Special Class and intensive mini-courses, which must still be arranged in accordance with the instructor's schedule and weekly meetings.
- V. In order to fully utilize the space and to consider the continuity of students' learning and to give teachers the flexibility to adjust, 3-hour courses may be scheduled continuously according to the continuity of curriculum planning, or across noon; the teaching time of the required courses for full-time faculty of each department is scheduled from Monday to Friday, starting from periods 1 and 2; 2-hour courses may not be scheduled for periods 2, 3, 6, and 7.
- VI. Courses within departments must be scheduled starting from the first period. The allocation of classroom numbers is determined based on the offering unit, and at least two morning classes must be scheduled at 8:00 AM to allocate a classroom.
- VII. Daytime courses are arranged from Monday to Friday, while courses for in-service programs are scheduled from Monday to Friday evenings, supplemented by courses on Saturday and Sunday as needed. Daily course schedules may not exceed 10 periods, and no single course may be taught consecutively for 4 periods (inclusive). However, for practical or specialized courses, exceptions may be made upon approval by the Curriculum Committee of the department, college and school, provided they are submitted to the Academic Affairs Meeting for approval.
- VIII. The course is designed to meet the needs of the students who are interested in the career and internship programs.
- IX. Classroom Quota Guidelines:
 - (1) The College will coordinate the allocation of classrooms according to the total number of hours of classes offered by each unit during the same period. The total number of hours of classes does not include Laboratory, Design

Classes, Computer Classes, English, English Listening, Classical Reading, Language and Rhetoric, Physical Education, and Mainland Chinese Students' Special Classes.

(2) Graduate courses are scheduled by the offering departments themselves, except for joint departmental courses). However, if the approved classroom is used, it must be included in the previous regulation.

Artical 6 Class Schedule by Periods:

| Period | Class | Time |
|---------------|--------------|-------------|
| Day time | A | 07:10~08:00 |
| | 1 | 08:10~09:00 |
| | 2 | 09:10~10:00 |
| | 3 | 10:10~11:00 |
| | 4 | 11:10~12:00 |
| | B | 12:10~13:00 |
| | 5 | 13:10~14:00 |
| | 6 | 14:10~15:00 |
| | 7 | 15:10~16:00 |
| | 8 | 16:10~17:00 |
| | C | 17:05~17:55 |
| | D | 18:00~18:50 |
| Night time | E | 18:55~19:45 |
| | F | 19:50~20:40 |
| | G | 20:45~21:35 |

Artical 7 These Measures shall be promulgated and implemented after being approved by the Academic Affairs Conference and shall be announced by the President for implementation. The same applies to amendments.