

# **Chung Yuan Christian University (CYCU)**

## **Classes and Scheduling Regulations**

Passed at the 964th Administrative Meeting on October 4, 2018  
Revised by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2018, on Dec. 13, 2019  
Revised by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2022, on Jan. 18, 2023

Artical 1 The purpose of this regulation is to promote the standardization of course offerings and scheduling operations by establishing appropriate principles to be followed by all teaching units.

Artical 2 The courses offered by each teaching unit shall be conducted based on the "Schedule of Required Courses and Credits" approved by the CUNY Curriculum Committee, as well as the course planning of each offering unit's curriculum committee.

Artical 3 Principles of Course Offerings:

1. 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.
2. 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.
3. The instructor should complete and upload the course information for students' reference prior to the course selection.
4. 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.

5. Courses with the same course content, class time, instructor, number of credits, and classroom may be offered as a joint course. In the following cases, joint courses are not allowed, but special cases must be approved by the Curriculum Committee upon application.
  - (1) Required Courses for Interdisciplinary Programs.
  - (2) The first and second years of the bachelor's program and the master's program.
  - (3) Ph.D. and B.S. programs.
6. The course schedule of the master's in-service classes should be planned flexibly to meet the needs of the in-service study. The required courses should not be combined with the daytime classes except with the consent of the whole class.

In order to protect the rights and interests of students, the elective courses of the master's in-service classes shall be combined with the daytime classes only after discussion and approval by the departmental curriculum committee.
7. 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.
8. If there is a special reason for a course to be offered early during the summer vacation, the course must be approved by the Dean of Academic Affairs upon application and should be included in the schedule for the first semester of the next academic year.

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

1. 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.

2. Undergraduate students taking graduate courses can be counted as 1/3 of a graduate student. Preparatory graduate students can be counted as 1/2 of a graduate student.
3. Graduate students taking undergraduate courses can be counted as 1 graduate student.
4. The number of students enrolled in non-hourly courses is not restricted as described above.
5. 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.
6. 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.
7. 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.
8. 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:

1. 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.
2. 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.
3. Full-time faculty members are scheduled for daytime hours.
4. 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.

5. 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.
6. Freshman courses are scheduled from the first period. If, for special reasons, a class needs to meet after 6:50 p.m., it is limited to one subject per class and must be finished by 8:40 p.m. For more than one subject, an application must be submitted during the preparatory work and approved by the Dean of Academic Affairs.
7. The course is designed to meet the needs of the students who are interested in the career and internship programs.
8. 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 These guidelines have been effective after approval by the CYCU administrative meeting and shall be announced by the President for implementation. The same process applies to any future revisions.