

國立成功大學開課、排課規定

National Cheng Kung University

Guidelines for Arranging and Offering Courses

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One

These guidelines are enacted to standardize the arranging and offering of classes.

Two

Courses:

- a. The courses being offered by each department should be well-planned and approved by the Course Committee
- b. The total number of credits being added from each departmental course should follow the study rules set forth by the University.
- c. New courses should first be approved by the Departmental and Collegiate Committees, and then the “Revision Form on Selective Courses” and should be filled out and sent to the Office of Academic Affairs. If there are any alterations related to required courses or the minimum credits for graduation, the implementation must be approved by the Departmental, Collegiate and University Committees.
- d. The offering of general language courses and fundamental science courses (calculus, general chemistry, general physics) and the necessary teachers should be arranged by the related departments.
- e. Each department should plan courses based on the number of students, the qualifications of the faculty, equipment available and future development. The minimum number for a course to be held is regulated as below: at least 5 students enrolled for a course taught by full-time teacher, 10 by part-time teacher, 12 for a General Education course, 20 for a Physical Education course, 3 for a master course and 1 for a doctoral course. If the number of enrolled students of the course dose not reach the minimum, it will not be included. (The number of students in mixed class will be approved with the more one.) If there are not enough students signing up for the course and

there is still a need to continue it, it should be stated special reasons and submit the signature list of instructor and enrolled student within 3 days after the deadline of 3rd stage enrollment & withdrawal, and this can be approved as a special project, although the teaching hours cannot be counted as overtime.

- f. Courses that didn't reach the minima number of students for two successive years, should be reviewed and offered with courses combined or by one year interval.
- g. A class with more than seventy-five students can be divided into two classes.
- h. Similar courses offered by different departments can be combined into one course when necessary. One of the departments should then be officially in charge as the course offering unit, using the same class code as it was using before. Undergraduate programs cannot be combined with graduate programs. However, senior or master level courses (class code: 5000-5999) can be approved by the Departmental, Collegiate and University Committees. In addition, master's and PhD students should be offered different courses due to the differences in depth and breadth of the material covered. The same course at the same department cannot be offered to different student years to avoid overlapping.
- i. The required courses offered in the fall semester cannot be offered again in the spring semester. However, approved courses adjustment or needs do not apply here.
- j. After a course has been arranged, the syllabus should be posted online for students' reference.

Three

Teachers:

- a. Departments that request support from other departments should fill out the "Form to Request Course Support from another Department" to inform the related departments to arrange the necessary teachers. Combined courses should be approved by both department heads. While it is not necessary to get approval when teacher meets teaching hours criteria.
- b. Teachers who also hold the position of chief officer should not have classes arranged at the whole day on Wednesday in principle.
- c. The courses offered by each department should be taught by full-time, part-time teachers or teachers that have been evaluated and approved by the Departmental, Collegiate and University Committees.

Four

Course arrangement:

- a. The schedules of the general language, physical education and fundamental science courses are arranged by the Office of Academic Affairs.
- b. For the daytime courses full-time teachers shouldn't offer courses in the evenings and on holidays, unless it is approved as a special project or in the case of making up classes, it is prohibited to arrange the same course in the morning and afternoon in one day. Continuing education classes and Master's programs for professionals should be arranged in the evenings.
- c. It is recommended to avoid having three-hour sessions, except for lab classes for undergraduate programs, although this does not apply to courses that have been approved by department heads. Long sessions for graduate programs should be arranged based on the teaching content and students' needs.
- d. The fourth session on Mondays is time for learning activities, and therefore no classes are arranged during these hours.
- e. Courses approved as special projects and conducted according to the "Implementation Regulations on Courses Offered and Taught during Summer Vacations" can be arranged during summer vacations, and such courses will be put on the course list in the spring semester.
- f. Courses offered for both semesters should be kept on the course list at the same time to aid course selection.
- g. Elasticity courses: for special features of courses, courses that should be offered in minor credits, elasticity, intensive time or multi teachers, should get the approval of dean of Academic Affairs. Then the course's time span could shorter than 18 weeks.
- h. Once the classes have been scheduled, no alternations should be made unless they are being canceled or there is a change in teachers. If there is any need to alter the schedule, a list of signatures from the teacher and all of the students should be presented to the teaching unit chair, and, after being approved, the "Notification of Course Schedule Alteration" form needs to be filled out and submitted to the Office of Academic Affairs.

Five

Classrooms:

- a. Each teaching unit should arrange its classrooms according to the "Rules for Classroom Arrangement", and the number of students allowed to choose a course courses depends on the size of the related classrooms.

- b. Each teaching unit should provide the necessary classrooms for its own courses, and the Office of Academic Affairs is in charge of the classroom arrangement for general courses and fundamental science courses.

Six

These guidelines and their revisions are in effect subject to the approval of the Academic Affairs Meetings.

*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.