

# Yuan Ze University Course Offering and Scheduling Guidelines

Passed by the 6th Academic Affairs Meeting, Academic Year 2022, on April 19, 2023  
Revised by the 7th Academic Affairs Meeting, Academic Year 2023, on March 20, 2024

Article 1. This guideline has been established to provide a reference for all course-offering units to follow when offering and scheduling courses.

Article 2. The principle of course offering:

1. Each unit should consider the following factors when planning a course: a long-term perspective, necessity, feasibility, graduation requirements for students, availability of teaching resources, and obtaining approval from the relevant curriculum committee.
2. The course planning should include the course name in both Chinese and English, syllabus, offering unit, course type, and credits.
3. The lecture hours should correspond to the course credits, except for special courses such as physical education, laboratory classes, internships, and capstone projects.
4. The lecture hours for each semester must not be fewer than 18 weeks.
5. The teacher should complete the course proposal, submit a self-assessment, and obtain approval from the department before the course selection period.
6. If a course requires a change in course name and credits, it will be treated as a new course. In such cases, please submit a syllabus of course and obtain approval from the relevant curriculum committee.
7. It is recommended to assign a full-time teacher to teach the required subjects, except for special courses.
8. If there are special circumstances that require courses to be taught during the summer vacation, they will be considered as courses for the following semester.
9. After the announcement of courses for each semester, individuals who wish to make course changes are required to complete a Course Change Application Form.

Article 3. The principle of course scheduling:

1. For undergraduate core required courses, the International Language and Culture Center, Physical Education Office, and College of General Studies have priority in scheduling courses. Other course-offering units are not allowed to schedule professional subjects during those time.
2. Short-term intensive completion of the entire semester's courses is not allowed.
3. On Mondays, Tuesdays, Thursdays, and Fridays, one-credit courses are recommended to be scheduled during the first, sixth, and tenth sessions. Two-credit courses should not be scheduled during the second to third sessions or the seventh to eighth sessions, while three-credit courses should not be scheduled during the seventh to ninth sessions.
4. The sixth session on Wednesdays is designated as teacher time and should not be scheduled

for classes. One-credit courses are recommended to be scheduled during the first, seventh, and tenth sessions, while two-credit courses should not be scheduled during the second to third sessions or the eighth to ninth sessions.

5. The principle of course scheduling for college and graduate school:
  - a. The daily course schedule should not exceed 10 sessions. Special courses can apply for additional teaching time.
  - b. Consecutive teaching of the same course should not exceed four sessions. Special courses can apply for additional teaching time. E.g. practical course.
  - c. Master's degree courses (excluding in-service master's degree courses), such as Open University students, are limited to third-year students or above in the day department and post-baccalaureate students. In-service master courses are available for post-baccalaureate students.
6. The course schedule for the Master's In-Service Program is primarily in the evenings from Monday to Friday, with Saturdays and Sundays as supplementary.

Article 4. For any matters not covered by the regulations, will be handled in accordance with the Study Regulation and other relevant provisions.

Article 5. The "Yuan Ze University Course Offering and Scheduling Guidelines" have been approved by the Academic Affairs Meeting and implemented afterwards.