

# National Chung Hsing University Regulations for Curriculum Planning and Course Opening

Enacted in the 47<sup>th</sup> Academic Affairs Meeting on Mar. 25<sup>th</sup>, 2004

Amended (Article 16) in the 50<sup>th</sup> Academic Affairs Meeting on Oct. 27<sup>th</sup>, 2005

Amended (Article 16) in the 54<sup>th</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2007

Amended (Articles 2 & 16) in the 55<sup>th</sup> Academic Affairs Meeting on Mar. 26<sup>th</sup>, 2008

Amended (Articles 6, 15 & 16) in the 57<sup>th</sup> Academic Affairs Meeting on Mar. 26<sup>th</sup>, 2009

Amended (Articles 8, 9, 10, 11, 12 & 13) in the 59<sup>th</sup> Academic Affairs Meeting on Mar. 30<sup>th</sup>, 2010

Amended (Articles 6 & 12) in the 60<sup>th</sup> Academic Affairs Meeting on Nov. 1<sup>st</sup>, 2010

Amended (Articles 1, 4, 5 & 6) in the 61<sup>st</sup> Academic Affairs Meeting on Mar. 30<sup>th</sup>, 2011

Amended (Articles 7 & 13) in the 63<sup>rd</sup> Academic Affairs Meeting on Mar. 27<sup>th</sup>, 2012

Amended (Article 3) in the 67<sup>th</sup> Academic Affairs Meeting on Mar. 27<sup>th</sup>, 2014

Amended (Articles 8 & 13) in the Temporary Academic Affairs Meeting on May. 5<sup>th</sup>, 2014

Amended (Articles 14 & 17) in the 69<sup>th</sup> Academic Affairs Meeting on Mar. 30<sup>th</sup>, 2015

Amended (Article 7) in the 75<sup>th</sup> Academic Affairs Meeting on Mar. 28<sup>th</sup>, 2018

Amended (Articles 8, 10, 13 & 19) in the 77<sup>th</sup> Academic Affairs Meeting on Mar. 27<sup>th</sup>, 2019

Amended (Article 7) in the 78<sup>th</sup> Academic Affairs Meeting on Oct. 30<sup>th</sup>, 2019

Amended (Article 13) in the 84<sup>th</sup> Academic Affairs Meeting on Nov. 10<sup>th</sup>, 2022

Amended (Article 13) in the Temporary Academic Affairs Meeting on Jun. 19<sup>th</sup>, 2023

Amended (Articles 19-20) in the 87<sup>th</sup> Academic Affairs Meeting on Apr. 25<sup>th</sup>, 2024

Amended (Articles 8, 10, 13 & 14) in the 88<sup>th</sup> Academic Affairs Meeting on Nov. 13<sup>th</sup>, 2024

- I. The University establishes this regulation to enhance students' learning effectiveness in accordance with the enforcement rules of University Act and the Regulation of the Examination of Students' Core Competences and Learning Effectiveness.
- II. All teaching units of the University shall be the curriculum planning and course opening unit. All centers, divisions, degree programs, undergraduate programs and graduate programs shall be responsible for the planning and opening of their professional courses, and shall collaborate with units of all colleges and the University to open courses together.
- III. All courses planned by units of the University shall submit to the curriculum committee of all levels for approval before opening.
- IV. To improve students' core competences, degree programs, undergraduate programs, graduate programs and the University shall implement the following things:
  1. Plan curriculum according to students' core competences.
  2. Design courses and teach students according to their core competences.
- V. Curriculum planning shall take graduation requirements and course viability into consideration. There shall also be no difficulty for students to arrange their courses. Items in curriculum planning shall in accordance with the content in curriculum planning chart and the syllabus.
- VI. Graduation credit requirements shall in accordance with the regulations of the University. Curriculum planning for undergraduate program shall include the following course:
  1. General education courses

2. Physical education courses
  3. Professional required courses
  4. Professional selective courses
- VII. Courses approved shall be announced one week before the first day of the course. There shall be details such as the name of the instructor, time and location of the course, student level, semester and maximum number of students in the course selecting system. Units responsible for opening courses shall estimate the number of students who might take the courses and arrange the appropriate number of lecturers/ professors in the class. Courses which have a maximum number of 30 shall be submitted to curriculum committee for further explanations. After passed by the curriculum committee, courses shall also be submitted to the Curriculum Division. Any adjustment for required courses of undergraduate program such as cancelation or rescheduling shall be made before the first stage of online course selection; any adjustment for general education courses such as cancelation or rescheduling shall be made before the pre-course selection.
- VIII. Courses of the University shall be clearly defined as courses for undergraduate students, [advanced](#) courses, and courses for graduate students. The Office of Academic Affairs shall establish guidelines for course coding to facilitate classification and management. All courses shall specify the level and shall not belong to different levels at the same time.
- IX. Courses of the University are divided into three groups: General Education Course, Professional Course and Other Course. All groups of courses shall specify their field and college. Each course on the will be marked as subject on the course selection system.
- X. General education courses of the University are required courses of all students in undergraduate programs. Professional courses offered by all institutes can be divided into courses for undergraduate students, [advanced](#) courses, and courses for graduate students.
- XI. Basic courses shared by certain departments will be opened by related departments and colleges. Theses departments shall coordinate their lecturer/ professor and equipment, and decide the type of courses and number of classes needed. Courses such as calculus, physics, chemistry and biology will be planned and opened together by departments such as Applied Mathematics, Physics, Chemistry and Life Sciences.
- XII. Undergraduate and graduate programs in all departments shall follow the

principles below:

1. The courses of the University shall aim to enhance students' intellect and competences.
2. Students shall be able to acquire professional knowledge while have the time and freedom to develop their own interests. As a result, the University shall take into account the ratio between require courses and selective courses when planning curriculum.
3. Students shall have more opportunities to interdisciplinary learning. Departments shall accept credits from departments of other fields as possible as they can.
4. Courses of the same subject may be opened in different undergraduate and graduate programs. The University shall encourage students to take courses from different departments. Different departments shall also coordinate their personnel and budget when opening courses together.
5. If necessary, there shall only be "Pass" or "Fail" on students' transcript instead of grade points.
6. Students may take courses of different programs. For example, senior students may take courses of master's and doctoral programs. The University may also ask students to take courses of programs of lower level.
7. Regardless of academic fields, courses and department, all course opening units shall put the development of the department's character first.
8. All full-time professors shall teach at least 1 course of undergraduate program every academic year.

XIII. Criteria for determining whether courses will be opened or canceled are as follows:

1. Courses of undergraduate programs opened by full-time professors shall be canceled if fewer than 6 students take the course.
2. Courses of undergraduate programs opened by part-time instructors shall be canceled if fewer than 10 students take the course.
3. Advanced courses shall be opened with at least 6 undergraduate students in their senior year or above; 4 undergraduate students in their senior year or above and 1 graduate student; 2 undergraduate students in their senior year or above and 2 graduate students; or more than 3 graduate students taking the course.
4. There shall be at least 3 graduate students take the courses coded 6-7 of graduate program; at least 3 master students and 1 student from doctoral program take courses coded 8-9.

5. The minimum number of students of general education courses shall be decided by General Education Center.

Hours spent by full-time professors who open courses even if the courses do not meet the above criteria for determining whether courses will be opened or cancelled shall not be calculated in the teacher's teaching hours and professors shall not receive any hourly payment.

Classes that do not meet the criteria outlined in paragraph 1 may still be included in the instructor's basic teaching hours if they are EMI courses and have enrolled international students. However, such courses shall not be counted toward overtime teaching hours.

- XIV. Curriculum planning and opening by all degree programs of the University shall be implemented by the convener of degree programs according to the NCHU Cross-Disciplinary Credit Programs [and Micro-credit Programs](#) Implementation Regulations. All degree programs shall make use of resources on hand and meet students' needs.
- XV. Curriculum planning and opening of in-service undergraduate program, in-service master's program, international affairs workshop, summer program and all kinds of extension programs shall be implemented according to its purpose and related regulations. Course opening units shall allocate resources properly and shall not affect teaching quality of regular programs.
- XVI. To save manpower and resources, all programs shall open courses using big class learning. However, if there is a need for special teaching method, special space or equipment, programs approved by the University may use group learning to teach students or set a maximum number of students for their courses.
- XVII. Lecturers/ professors of the University may design online courses and teach according to the "Regulation of Distance Learning."
- XVIII. Course opening units shall put syllabus and other information about the courses online before course registration every semester.
- XIX. If the Biotechnology Center, the Advanced Science and Technology Interdisciplinary Center, or the Humanities and Social Sciences Research Center, which are not academic units of this university, need to offer courses and grant grades and credits to students under special circumstances, they should prioritize the offering of interdisciplinary talent cultivation courses and must submit a curriculum plan and obtain approval from the Academic Affairs Meeting before proceeding.

- XX. These regulations and any amendments hereto shall be approved in academic affairs meeting before taking effect.