

# 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

- 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, courses for seniors and master students and courses for graduate students. The Division of Registration of NCHU shall establish guidelines for coding all courses for the convenience of 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, joint courses for seniors and master students 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 cancelled are as follows:

1. Courses of undergraduate program opened by full-time professors shall be canceled if less than 6 students take the course.
2. Courses of undergraduate program opened by the part-time professors shall be canceled if less than 10 students take the course.
3. Courses for seniors and master students will be opened if more than 6 undergraduate students; 4 undergraduate students and 1 master student; 2 undergraduate students and 2 master students; or more than 3 master students take 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 in Paragraph 1 for determining whether courses will be opened or cancelled but are EMI courses with international](#)

students can still be calculated in the teacher's teaching hours, but professors shall not receive any hourly pay.

- XIV. Curriculum planning and opening by all degree programs of the University shall be implemented by the convener of degree programs according to the “Guidelines of Interdisciplinary Degree Programs.” 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. These regulations and any amendments hereto shall be approved in academic affairs meeting before taking effect.