

# Guidelines Governing the Implementation of Courses with Flexible Credits of Wenzao Ursuline University of Languages

Amended and approved at the Academic Affairs Meeting on May 31, 2016

Ratified by the President on July 4, 2016

Amended and approved at the Academic Affairs Meeting on December 26, 2017

Ratified by the President on January 16, 2018

Amended and approved at the Academic Affairs Meeting on January 8, 2019

Ratified by the President on January 29, 2019

## I. Purpose

Taking into account teaching and development trends, Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Guidelines Governing the Implementation of Courses with Flexible Credits (hereinafter referred to as “the Guidelines”) based on flexible changes of curriculum and content structures to conduct curriculum reform, in order to promote self-learning and effective teaching.

## II. Definition

Courses with flexible credits (hereinafter referred to as “the Courses”) are not in a single specialized field. They are outcome-oriented courses integrated with innovative ideas or interdisciplinary content. They enhance the connection between theory and practice. Students in the fourth and fifth years of the 5-year junior college program and students of the 4-year college program (including the Division of Continuing Education) may select the Courses.

## III. The Courses are divided into in-depth and micro courses.

### (1) In-depth course principles

1. Each course is worth 4-8 credits. Additional teaching hours for workshop or practice are included in the total hours of the course.
2. An in-depth course can last **one semester or a year**. Two or more classes for different subjects will be taught together. The minimum number of students is 15.

### (2) Micro course principles

1. Each course is worth no more than 1 credit. 1 credit requires 18 class hours. For example, every 2 hours are converted to 0.1 credits; and every 4 hours are converted to 0.2 credits.
2. The course may be taught every week or in a short period of time with MOOCs.

## IV. The Courses may be co-taught by 2 or more teachers with different specialties. Rules for hourly pay rate are shown below:

**(1)The principles of a normal course are adopted for hourly and overtime pay rates of an in-depth course.**

**(2)For a micro course, the actual teaching hours are counted for each teacher. Co-teaching hours can also be accumulated (the number of co-teaching hours cannot be greater than twice the number of the course credit). The number of overtime hours is not limited.**

## V. Application Procedure and Review Schedule

The Courses to be launched in the fall and spring semesters should be approved by the College Curriculum Committee by the end of April and November, respectively. The responsible department shall submit a flexible course proposal to the Department (Graduate Institute)/Center Curriculum Planning Team, the Department (Graduate Institute)/Center Affairs Meeting, and the College Curriculum Committee for approval in order. The proposal may be sent to the University Curriculum Committee for review after obtaining the aforementioned approval.

## VI. Matters not covered by the Guidelines shall be compliant with relevant regulations of the University.

## VII. The Guidelines become effective after being approved at the Academic Affairs Meeting and ratified by the President. Amendments must follow the same procedure.