

Implementation Guidelines for Course Offering and Scheduling of Wenzao Ursuline University of Languages

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- I. To standardize the offering and scheduling of courses, Wenzao Ursuline University of Languages (hereinafter referred to as the University) hereby stipulates the guidelines for all of its academic units to follow.
- II. Principles of Course Offering
 1. All new courses shall be subject to the three-tiered review process before they can be offered. The offering of distance courses shall follow the regulations in the Implementation Guidelines for Distance Teaching and Learning of Wenzao Ursuline University of Languages.
 2. For courses approved by the Examination Group of the Establishment of Featured Courses, the academic units shall appoint teachers appropriate for the teaching of the courses and complete the application process for new courses.
 3. Courses offered by the academic units shall be taught by full-time / part-time teachers of the University appointed in accordance with the regulations of the Personnel Office.
 4. Courses for graduate institutes shall be taught by teachers in assistant professorship or above.
 5. Departments shall be cautious when planning the Course Credit Table for each enrollment year. Changing the Course Credit Table after students' enrollment is not recommended, and courses shall be offered in each semester as planned in the Course Credit Table.
 6. When a teacher has to offer a course due to execution of a project, it shall be the existing courses of the departments (centers) in principle. Teaching hours for the course shall be included in the teacher's basic teaching hours and overtime pay. If a new course has to be offered, an application should be submitted in advance to the relevant academic unit and the three-tiered review process should be passed before the course can be offered. In addition, when offering the course each time, funding for the teacher's hourly pay shall be included in the project.
 7. Courses under a project shall be subject to the multiplier controls for professional

electives and general electives. The minimum enrolled students required for offering the course shall be basically the same as that for courses in general.

8. Classes for the credit programs are offered under various credit program centers, and various subjects are under the departments (centers) that actually offer the courses. They shall be included in the control for general electives or professional electives.
9. Control on the number of credits for professional electives and general electives is to be calculated based on the academic year of enrollment:

(1) Professional electives:

Total credits from professional electives offered by each department shall not exceed 1.6 times the department-specified elective credits as laid down in the Course Credit Table for each enrollment year.

Calculation method: Department-specified graduation credits from professional electives X Multiplier for the department's enrolled students in each semester X 1.6

(2). General electives:

Total credits from general electives offered by various academic units shall be allocated to each department by various colleges.

Calculation methods:

A. Calculation of the credit multipliers for general electives:

Department-specified graduation credits from general electives X Multiplier for the department's enrolled students in each semester X Multiplier for each program type.

Two-year daytime college program: Total credits from general electives for each department depending on the academic year of enrollment X 1

Five-year daytime junior college program: Total credits from general electives for each department depending on the academic year of enrollment X 0.5

Four-year daytime college program: Total credits from general electives for each department depending on the academic year of enrollment X 1.3

B. Total of credit multipliers for general electives of each college X allocatable credits for each college (Ursuline College of Liberal Arts: 35% of the total allocatable credits; the remaining 65% are to be allocated to the four colleges depending on the number of academic units)

Calculation of the multiplier for enrolled students: The number of enrolled students of a department in each grade/50, to be rounded up to 1 person in case of decimal numbers. The number of enrolled students is based on the number of persons who have filled out the basic information as recorded in the University database on October 15th and March

15th.

10. Minimum enrolled students required for course offering

(1) Undergraduate division and junior college division

(1-1) Minimum enrolled students required for offering required courses

- A. For required courses, one division shall be offered for each class. The Curriculum Section of the Office of Academic Affairs (Academic Affairs Section of the Division of Continuing Education) should verify the number of enrolled students before the start of each semester; courses under the same offering academic unit and with the same course title should be combined, or adjusted on the number of course divisions depending on actual needs. The maximum number of students in a course depends basically on the capacity of the classroom.
- B. For courses of a conversational, writing, or practical nature, different divisions may be offered for the same subject, but the number of students in each division shall not be less than 25.
- C. For required general education courses, at least one course shall be offered for each discipline cluster.
- D. For required courses that students may choose one in multiple subjects (except general education courses) and courses under the in-service programs, the minimum number of enrolled students required is 15.

(1-2) Minimum enrolled students required for offering elective courses

- A. Professional electives, general electives, and credit programs: Minimum 20 students; maximum 50 students in principle
 - B. Oral expression, writing, and practical courses: Minimum 20 students; maximum 40 students in principle.
If the number of enrolled students in a course exceeds 70, it can be divided into two classes or the maximum number of students allowed may be adjusted up.
- (2) For elective courses under the master's programs and in-service master's programs, the minimum number of enrolled students required is 5 and maximum 25 in principle.
- (3) For EMI courses under various program types, if the teacher's hourly pay is paid out of the project's budget, the minimum enrolled students required is 15 and maximum 50 in principle.

When the minimum and/or maximum number of enrolled students required for offering a course has to be adjusted for a special reason, the academic unit shall submit a signed request to the President for assessment and approval before implementation.

III. Principles of Course Scheduling

1. The Curriculum Section of the Office of Academic Affairs (the Academic Affairs Section of the Division of Continuing Education) shall provide the timetable for course scheduling and selection for the next semester and relevant matters to be noted in the middle of November and April every year for the academic units to start to schedule courses for the following semester.
2. One month prior to the first course selection, the academic units shall fill out the course scheduling form stipulated by the Office of Academic Affairs (the Academic Affairs Section of the Division of Continuing Education), specify in the form relevant regulations and conditions in both Chinese and English, and submit it to the Office of Academic Affairs (the Academic Affairs Section of the Division of Continuing Education) for students to select courses.
3. Except for special circumstances that need to be handled and approved separately, full-time teachers of the University shall schedule courses in accordance with the following regulations:
 - (1) Teachers who are also first-level supervisors of an administrative unit or first- or second-level supervisors of an academic unit shall not schedule courses on Tuesday.
 - (2) Full-time or project teachers shall schedule no more than six sessions of courses per day (not including courses for the division of continuing education).
 - (3) Basic teaching hours and allowed overtime hours per week shall be handled in accordance with relevant regulations of the University.
4. The scheduling of course time
 - (1) The course time of common courses, general electives, minors, double majors, credit programs, and exclusive programs shall be stipulated by the Office of Academic Affairs (the Academic Affairs Section of the Division of Continuing Education) and may be reviewed and adjusted every two years. The course time of the other subjects shall be arranged by respective academic units.
 - (2) Except for special circumstances, full-year courses shall be taught at the same course time for the first and second semesters.
 - (3) Courses of the day division shall be scheduled from sessions 1 to 10 from Monday to Friday. Courses of the division of continuing education and in-service programs shall be scheduled from sessions 11 to 14 from Monday to Friday and sessions 1 to 14 on Saturday and Sunday. Courses of minors, double majors, credit programs, exclusive programs, and flexible courses may be scheduled from sessions 11 to 14 and any sessions on Saturday and Sunday as they see fit.
 - (4) Except for graduate institutes or special circumstances that need to be handled and approved separately, the other academic systems shall not schedule courses on

session 5 from Monday to Friday.

- (5) Sessions 8 and 9 on every Wednesday are for school-wide activities for the day division. Except for graduate institutes, the other academic systems shall not schedule courses in the said sessions, nor shall they switch courses to the said sessions without application and approval in advance. No courses shall be scheduled during the weekly meeting of classes of the division of continuing education.
- (6) Except for flexible or internship courses, no more than three consecutive hours in a day shall be scheduled for the same subject.
- (7) In support of class management, no self-study courses shall be scheduled in sessions 1, 4, 6, and 7 for the first to third grades of junior colleges.
- (8) The academic units that offer courses shall refrain from making changes in their courses after students start to select courses. If there is a need to add conditions, such as limiting the maximum number of students, adding remarks of changes in courses, setting restrictions on course selection, and specifying the language for instruction, the academic units must notify the Office of Academic Affairs (the Academic Affairs Section of the Division of Continuing Education) of the changes. If there is a need to change the course time due to particular reasons, the academic units must fill out the application form for changes in course offering and notify students. Any intention to change the course time after an elective course has been confirmed to start must obtain the consent from all students taking the course by signature and shall come with the “List of Signatures of Students Consenting to Change in Course Time.”

5. Classrooms for courses

- (1) In addition to being used for their own courses, professional classrooms of the academic units must also be made available to the Office of Academic Affairs (the Academic Affairs Section of the Division of Continuing Education) for coordination and allocation.
- (2) After collating the information of course offering from all academic units, if noticing any shortage of classrooms, the Office of Academic Affairs (the Academic Affairs Section of the Division of Continuing Education) will assist the academic units in coordinating and allocating classrooms available during the course time.

IV. Regulations for the calculation of teaching hours

1. The teaching hours of full-time teachers shall be calculated in accordance with the Remuneration Criteria of Wenzao Ursuline University of Languages. The teaching hours of project teachers shall be calculated in accordance with the Implementation Guidelines for the Employment of Project Teachers of Wenzao Ursuline University of Languages. The teaching hours of part-time teachers shall be calculated based on

the Guidelines for Part-time Faculty Employment of Wenzao Ursuline University of Languages.

2. Teaching hours of distance courses shall be calculated in accordance with the Implementation Guidelines for Distance Teaching and Learning of Wenzao Ursuline University of Languages.
 3. Teaching hours of internship courses shall be calculated in accordance with the Guidelines for the Establishment of Off-campus Internship Courses of Wenzao Ursuline University of Languages.
 4. Teaching hours of courses offered in support of major policies and key developments of the University shall be calculated in accordance with Regulations Governing the Establishment and Reward of Featured Courses of Wenzao Ursuline University of Languages.
 5. Courses of individual guidance or personal tutoring shall be calculated in accordance with the number of students receiving the guidance or tutoring. The teaching hours of courses of the same nature shall be calculated at no more than two hours per teacher per semester.
 6. For the teaching of a large class, the hourly pay is calculated at 1.2 times if there are 80 to 100 students, 1.5 times if there are 101 to 200 students, or 2 times if there are more than 200 students taking the course. The additional teaching hours are not subject to the limit of the number of overtime hours.
- V. Other matters not specified in this document are resolved according to the University's Academic Policies and other related regulations.
- VI. These Guidelines become effective after approval by the Academic Affairs Committee and ratification by the University President. Amendments must follow the same procedure.