

National Quemoy University Guidelines for Arranging and Offering Courses

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Article 1 These guidelines are enacted to standardize the arranging and offering of classes.

Article 2

1. The courses offered by each academic unit each semester should be properly planned and should meet the requirements for students to graduate and consider the deployment of teaching resources. They must be approved by the academic unit's curriculum committee before they can be offered. For courses that require restricted course requirements (including blocked courses), the "Course Restricted Course Application Form" (as attached) should be filled in, signed by the supervisor of the department where the course is offered, and submitted to the Academic Affairs Office (Continuing Education Promotion Department).
2. The total number of credits being added from each departmental course should follow the study rules set forth by the University.
3. If there are any alterations related to required courses or the minimum credits for graduation, the implementation must be approved by the Departmental, Collegiate and University Committees.
4. Similar courses offered by different departments can be combined

into one course when necessary. One of the departments should then be officially in charge as the course offering unit, using the same class code as it was using before.

The same course at the same department cannot be offered to different student years to avoid overlapping.

5. The number of students required to start a course shall be determined in accordance with the school's "Course Selection Instructions".
6. The required courses offered in the fall semester cannot be offered again in the spring semester. However, approved courses adjustment or needs do not apply here.
7. After a course has been arranged, the syllabus should be posted online for students' reference.
8. For courses held by two or more teachers without grouping (referred to as "multi-person courses without grouping"), a chief teacher must be designated among the teaching teachers to be responsible for inputting the course syllabus and student grades, other teaching teachers only have access to the query function, and the chief teacher is a full-time teacher in principle. If the chief teacher fails to complete the course syllabus and input student scores within the prescribed time limit, it will be included in the chief teacher's personal teacher evaluation record.

Article 3

1. Teachers who also hold the position of chief officer should not have classes arranged at the whole day on Wednesday in principle.
2. The courses offered by each academic unit should be conducted by full-time and part-time NQU faculty, or instructors approved by Faculty Evaluation Committees at all levels of NQU.
3. Full-time teachers should schedule at least three days of teaching per week, and part-time administrative or academic unit supervisors should schedule at least two days per week (excluding Wednesdays).

Article 4 The total number of credits for elective courses in the academic year should be controlled and calculated as follows:

1. The total number of elective credits for undergraduate courses in the academic year is calculated as 1.8 times the number of elective credits for graduation multiplied by the approved number of courses. If it is not an integer, it will be rounded to an integer.
2. The calculation of credits for courses offered by each department includes required and elective courses for majors. Common compulsory courses, required courses for colleges, professional internships and general education are not included in the calculation of the total number of courses offered.
3. If the average number of registered students in a single class in the previous school year is more than 60, the total number of classes can be increased proportionally.
4. The average number of registered students in a class is the average of the total number of registered students in the previous academic year (including students in minor departments, double majors and foreign students) plus the number of exchange students from mainland China (converted to 0.5). It is not an integer. When , it is calculated as an integer using the unconditional carry method.
5. The principle is that the number of credits for classes in the Department of Continuing Education should not exceed 16 credits for the second-year students and above. When the class size for the third-year and above classes is less than 30, the number of credits for the courses should not exceed 12 credits. The recommended upper limit of credits for the general education courses is $(\text{Total number of students in the Continuing Education Department}/30)*2$. If there are difficulties in actual operation, it will be approved by signing when the class starts.

Article 5

1. The schedules of the general language, physical education and fundamental science courses are arranged by the Office of Academic Affairs.
2. In order to increase the flexibility of course scheduling, daytime courses can be arranged to take elective courses at night. However, each department and each grade must not exceed one-third of the total credits of the courses offered in the semester. Each grade of the master's

class must not exceed the total credits of the courses offered in the semester. One-half credit hour, hourly rate is still calculated on a day-time basis. For advanced bachelor's degree classes, classes are scheduled at night and on holidays as a principle, and hourly fees are calculated based on night standards.

3. The eighth session on Wednesday is time for class meeting time, and therefore no classes are arranged during these hours.

4. Courses offered for both semesters should be kept on the course list at the same time to aid course selection.

5. Each teaching unit should arrange its classrooms according to the "Rules for Classroom Arrangement", and the number of students allowed to choose a course depends on the size of the related classrooms.

6. Once the course have been scheduled, it cannot be changed arbitrarily. If there are special circumstances that require changes to the course, the rules should be followed:

(1) To change the course time, teacher, or suspend the course, you should fill in the "Course Change Application Form" (as attached), the course time and teaching teacher have to be Any changes must be accompanied by the signed consent form of all students taking the course (as shown in the attachment) before any changes can be made; no changes are allowed after the start of additions and withdrawals.

(2) During the course selection period, no changes will be accepted. Any changes before the primary selection or addition or withdrawal must be completed 1 week before the course selection.

7. Once the classes have been scheduled, no alternations should be made unless they are being canceled or there is a change in teachers.

Article 6 These guidelines and their revisions are in effect subject to the approval of the Academic Affairs Meetings.