

# CJCU Curriculum Regulations

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Article 1 : These Regulations are formulated to clearly define course principles and the actual needs of CJCU.

Article 2 : Principles for offering courses

1. Course content

The content of the courses offered by the various units of CJCU shall be processed in accordance with the CJCU Course Allocation Regulations.

2. The course credit calculation for courses offered by the various teaching units of CJCU shall be handled in accordance with the provisions of the CJCU Course Hours Regulations.

3. Required number of students

(1) Undergraduate and bachelor degree programs:

1. Professional courses offered by various departments shall have 15 or more students registered in the course before the course may be offered.

2. Common courses in CJCU include general education, languages, physical education (including freshman year), and military training courses. Each of these courses shall have 25 or more students registered in the course before it may be offered.

(2) Postgraduate programs:

Master program and in-service master program courses shall have three or more students, and Ph.D. program courses shall have two or more students before the courses may be offered.

(3) The number of students enrolled in a grade level is lower than the number of students required for offering courses:

If the number of students registered for a course is one-half or more than the number of students enrolled in the current semester, the course may be offered.

(4) To fulfill the number of students required to offer Ph.D. program courses, if master program students enroll in the course, two master's program students shall be counted as one student. Likewise, for master program courses, two undergraduate students shall be counted as one student.

(5) Off-campus internship courses and workplace experience courses for all

departments (institutes, degree programs) shall not be subject to the number of students required for offering the course.

4. Principles for combining courses and splitting courses

(1) Combining courses:

To promote the teaching content and quality of the foundation curriculum offered by the respective units and to integrate the available teaching resources.

1. The required or elective courses with the same titles and credit hours offered by the same department (institute, centers, and degree program), could be combined.
2. The required or elective courses with the same titles and credit hours offered by a minimum of two (inclusive) departments, institutes, or degree programs may be combined, and one of the departments (institutes, or degree programs) shall be the designated main unit. But, undergraduate and graduate courses shall not be combined, as well as master and PhD courses.

(2) Splitting courses: Courses shall be split in accordance with the provisions of the CJCUCourse Splitting Regulations.

5. Hourly fee calculation

Calculation shall be handled in accordance with the relevant provisions of the CJCUCourse Instructor Teaching Credit Hour Calculation Regulation.

Article 3 : Course schedule principles

1. Teaching units shall schedule their offered courses in accordance with the content of the "Course Allocation Schedule" approved by the CJCUCurriculum Committee Meeting for the various academic year of student enrollment, and arrange their course schedules on the CJCUCourse Operating System.
2. Full-time teachers shall offer three or more days of courses per week (excluding time requested by students), and courses shall not exceed 6 hours per day. Regardless of full-time teachers or part-time teachers, consecutive course hours shall not exceed four hours.
3. Scheduling all-day classes and days with no classes for required and elective courses shall be avoided for any grade level.
4. All units shall schedule their courses in accordance with the class schedule of their respective program.
5. Classes may not be scheduled during the time of daytime student affairs activities but may be scheduled during the time of evening student affairs activities. If the course week conflicts with scheduled evening student affairs activities, the student affairs activity shall take precedence and the class should be appropriately rescheduled.

Article 4 : Course instructors

1. Courses offered by each teaching unit shall be taught by appointed full-time and part-time teachers approved by the CJCUCourse University Teacher Evaluation Committee. Teachers for the lecture-type courses shall be handled in accordance

with the provisions of the "Lecture Type Teaching Lecture Fee Application Guidelines".

2. If a course is supported by interdepartmental teaching, the total number of teaching hours and teaching period of the instructors shall be verified between the units to avoid overtime teaching and classroom clash.
3. Teachers who concurrently serve as administrative supervisors shall avoid scheduling their classes on fixed weekly meeting times.

**Article 5 : Classroom arrangement**

1. Teaching units shall complete the "Required Times for General Classrooms Survey" within the deadline and submit their application to the Registration and Curriculum Section.
2. Arrangements for using professional classrooms and computer labs shall be independently scheduled with the respective management units.
3. The number of students allowed in a course shall be limited according to the capacity of the assigned classroom.

**Article 6 : Course changes**

1. Course changes include time changes, teacher changes and classroom changes.
2. Application for course changes shall be processed in accordance with Article III of this Regulation on course schedule principles.
3. As of the day the course calendar is set, teachers who wish to change their teaching time for the entire semester shall first check with all the students in the course to ensure no class clashes. Then complete the change application form for approval by the supervisors of the respective teaching units and attach the signed consent forms of all the students in the course. Submit the documents to the Registration and Curriculum Section of the Office of Academic Affairs. The teaching unit shall post an announcement to facilitate student course selection.
4. Application for the classroom changes are mainly for coded classrooms in the E-system approved by the Office of Academic Affairs to ensure that students find the classrooms and ensure the quality of teaching.
5. If no appropriate classroom is available for the requested course time change, the application for change shall not be approved.

**Article 7 : Course review**

After the review in the initial course selection and course, add-drop stages completed, and student course selection documents are still pending review, the system will automatically change the pending review name list to approved list in accordance with the capacity of the classroom and the priority order of student course selection. Once the capacity of the classroom is reached, students on the review waiting list shall not be approved.

**Article 8 : These Regulations is announced and implement upon the approval of the Academic Affairs Meeting and the University President; likewise, any amendments.**