

Guidelines on the Implementation of Flexible Intensive Courses at I-Shou University

Adopted by the University Administration Council on July 17, 2024, and promulgated with the consent from the President dated August 8, 2024

I. The Guidelines on the Implementation of Flexible Intensive Courses at I-Shou University (hereinafter referred to as “the Guidelines”) are made by I-Shou University (hereinafter referred to as “the University”) to enhance teaching effectiveness and promote curriculum and instructional innovation. They allow faculty members to offer intensive courses tailored to actual needs and provide students with diverse learning opportunities.

II. The “intensive courses” herein mentioned refer to courses that include interdisciplinary, practical, or innovative teaching content and are designed by faculty members to be short-term, intensive, and completed within a few weeks.

The intensive courses mentioned in the preceding paragraph shall meet the requirement of a minimum of 18 teaching hours per credit.

III. When offering intensive courses, academic units shall pay attention to a balance between students' actual learning needs and their rights to course registration. Intensive courses may be scheduled on weekdays, evenings, weekends, or during the summer vacation. The maximum class hours per day is six, and no more than four consecutive sessions shall be scheduled. The course syllabus shall clearly outline the course content, and the weekly schedule shall indicate the specific weeks of intensive instruction.

If there is a special need to exceed the maximum daily class hours, prior consent shall be obtained from the University.

IV. Academic units offering intensive courses shall obtain approval from the department-, college-, and university-level Curriculum Committees during the semester before the courses start. After the approval is granted, they may proceed with course arrangements. To apply to offer intensive courses during the summer vacation, applications shall be made in accordance with the applicable summer course regulations and the academic calendar. The Application Form for Offering Intensive Courses is attached as an appendix.

In principle, each faculty member may offer a maximum of two credits of intensive courses per semester.

For ad hoc intensive courses that cannot be arranged before the start of the semester, a teaching plan including teaching objectives, a course outline, teaching methods, and scoring criteria shall be submitted. The course can be offered only after the consent from the

University is obtained.

- V. A faculty member shall file the Application Form for Offering Intensive Courses to the Curriculum Committee of his/her department (institute/program) by the end of the sixth week of the semester prior to the semester in which the course is to be offered. After passing the preliminary examination, the application shall be forwarded by the Curriculum Section of the Office of Academic Affairs (hereinafter referred to as “the Section”) to a review committee for deliberation and suggestions. Only after being approved by the Curriculum Committees at all levels and the University Academic Council will the course be officially offered.
- VI. The review committee mentioned in the preceding provision consists of the Dean of Academic Affairs and the Deputy Dean of Academic Affairs as ex-officio members, with the Dean of Academic Affairs serving as the convener. Additionally, three faculty members from relevant academic fields within the University serve as review committee members. The Dean of Academic Affairs shall nominate twice the number of required review committee members to the President for selection and appointment. The review committee may invite persons from relevant units to attend a committee meeting as participants without the power to vote, as well as external review members, if necessary, for suggestions. The Section is responsible for all matters relating to review committee meetings.
- VII. Students who wish to take intensive courses shall complete the course registration process by a prescribed deadline. The time of registered intensive courses shall not overlap the time of other courses, and students are not permitted to apply for course withdrawal.
- VIII. The scoring criteria and the submission of scores for intensive courses shall be conducted following the applicable regulations and rules of the University.
- IX. Matters not mentioned herein, if any, shall be subject to the applicable regulations and rules of the University.
- X. The Guidelines become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.