

Regulations for Course Offerings and Office Hours Scheduling of Full-Time Faculty at I-Shou University

Adopted on March 6, 2002 at the first meeting of the University Academic Council in the second semester of the academic year 2001

Amendments adopted on December 1, 2004 at the second meeting of the University Academic Council in the first semester of the academic year 2004

Amendments adopted on December 12, 2007 at the third meeting of the University Academic Council in the first semester of the academic year 2007

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Amendments to the Regulations promulgated with the consent from the President dated on January 4, 2013

- Article 1 As stipulated by the Contract for Full-time Faculty at I-Shou University, full-time faculty members of I-Shou University (hereinafter referred to as “the University”) shall stay at the University for at least four full days per week, while those who serve concurrently as an administrative head shall stay at the University for at least five full days per week.
- Article 2 In accordance with the University’s regulations and rules, full-time faculty members are obligated to schedule office hours to assist (guide) students in their studies or theses/dissertations (projects) as well as to counsel advisees on all aspects of campus life as an advisor, in addition to teaching as scheduled.
- Article 3 Full-time faculty members shall offer courses at the University for at least three days per week, and teaching hours shall be no more than six hours per day. Notwithstanding the foregoing, adjustments are possible provided that the teaching hours of a full-time faculty member is less than six hours because of holding an administrative position or being granted a reduction in teaching hours.
- Article 4 Special course arrangements may be made with special consent from the University if the preceding article is not applicable and course attributes are formally recognized by

the University.

- Article 5 Departments (institutes, programs or centers) shall properly arrange daytime and evening courses by taking into consideration the capacity of each classroom, available equipment and facilities, and student enrollment per course (including repeaters and preparatory students), in order to safeguard students' right to education and maintain good learning performance.
- Article 6 Faculty members who request a change in class time after the class schedule has been finalized shall elaborate on the change and reasons. Only with the consent from the chair of their departments (or the director of their institute/program/center) can they apply for a change. No change in class time is allowed after the course add/drop period.
- Article 7 Office hours are scheduled once every semester. Faculty members shall complete arrangements within one week of the beginning of a new semester, and then post the office hours schedule at department (institute, program or center) offices, online, and at their individual offices.
- Article 8 The number of office hours shall be the same as that of teaching hours. For example, a faculty member who teaches for eight hours or more per week may schedule eight office hours. As for those who take part in the Teaching Enhancement Project, two additional office hours per week are required. Except those holding an administrative position, faculty members shall fulfill the required number of days of staying at the University by counting together their teaching hours and office hours.
- Article 9 Faculty members shall stay at their individual offices during office hours for students to consult them in any matter (those who hold an administrative position may wait at their administrative units). Any change in the location for office hours shall be announced at faculty members' individual offices. Faculty members shall notify the chair of their departments (or the director of their institute/program/center) and students in advance if they are unable to offer office hours as scheduled for any reason. Those who do not offer office hours as scheduled without adequate reasons shall fill out and submit a feedback sheet to the Office of Academic Affairs for further processing.
- Article 10 Faculty members shall notify the chair of their departments (or the director of their institute/program/center) and students in advance if they are unable to give a lesson for any reason, and they shall apply for leave of absence and arrange a make-up class (or reschedule the class) in accordance with the University's regulations and rules. Faculty members may make up a class by using e-learning courses or teaching materials accredited by the Ministry of Education; in that case, faculty members are permitted to

apply for class make-up twice per course every semester, with each make-up class lasting for three hours at most, and they shall apply to the Curriculum Section at least two weeks prior to the make-up class. E-Learning courses and teaching materials for make-up classes are available for three years at most.

Article 11 As for field trips, an Application Form for Field Teaching shall be completed and submitted at least two weeks prior to the field trip.

Article 12 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.