

Principles for Course Offerings at I-Shou University

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- Article 1 The Principles for Course Offerings at I-Shou University (hereinafter referred to as “the Principles”) are made by I-Shou University (hereinafter referred to as “the University”) to set standards to regulate courses offered by academic units.
- Article 2 Courses shall be offered in accordance with the University’s regulations concerning the establishment of the Curriculum Committees at all levels and shall be scheduled only after being reviewed and approved by the appropriate committees.
- Article 3 The total number of credits offered for required and elective courses by a bachelor’s degree program shall be regulated annually. The calculation method is detailed below, with formulas provided in the appendix:
1. The calculation method for the allowable credits offered for required courses is as follows:
 - a. For departments (programs or degree programs) with 200 or fewer enrolled students in a given semester, the number of credits offered for department-required courses shall be equal to the number of required credits for graduation specified by the department (program or degree program).
 - b. For departments (programs or degree programs) with more than 200 enrolled students in a given semester, the number of credits offered for department-required courses may exceed the number of required credits for graduation specified by the department (program or degree program). For

every additional 100 students enrolled, the allowable credits for department-required courses may increase by 0.55 times the number of required credits for graduation, with adjustments made based on actual enrollment figures.

2. The calculation method for the allowable credits offered for elective courses is as follows:
 - a. For departments (programs or degree programs) with 150 or fewer enrolled students in a given semester, the number of credits offered for departmental elective courses shall be equal to the number of elective credits for graduation specified by the department (program or degree program).
 - b. For departments (programs or degree programs) with more than 150 enrolled students in a given semester, the number of credits offered for departmental elective courses may exceed the number of elective credits for graduation specified by the department (program or degree program). For every additional 100 students enrolled, the allowable credits for departmental elective courses may increase by 0.35 times the number of elective credits for graduation, with adjustments made based on actual enrollment figures.
3. The total number of credits offered annually by a department (program or degree program) shall be governed by the combined allowable credits for both required and elective courses.
4. For newly established departments (programs or degree programs) with fewer than four grade levels, the allowable course credits shall be calculated on a pro rata basis, as outlined in the appendix.

The total number of credits offered for college-required core courses in bachelor's degree programs shall be regulated annually. The calculation method is detailed below, with formulas provided in the appendix:

1. Credits allocated by a subordinate department (program or degree program) to a college-required core course shall be calculated as follows: divide the number of enrolled students in the grade level offering the course during the semester by 60, then multiply the result by the number of course credits to determine the allowable course credits for that course.
2. The total allowable course credits for all college-required core courses offered by the department (program or degree program) shall be aggregated.
3. The college shall aggregate the allowable course credits for college-required core courses as calculated by each subordinate department (program or degree program). After rounding to the nearest whole number, the total shall represent

the allowable course credits for college-required core courses.

The total number of credits offered for required and elective courses, respectively, at a graduate program shall be regulated annually. The calculation method is detailed below:

1. The allowable course credits for required courses in master's and doctoral programs shall be equal to the number of required credits for graduation.
2. The calculation method for the allowable credits for elective courses is as follows:
 - a. Master's programs: If the total number of enrolled first- and second-year students in a given semester is 36 or fewer, the number of allowable course credits for elective courses shall be equal to the number of elective credits for graduation. If the total number of enrolled first- and second-year students exceeds 36, for every additional ten students enrolled, the allowable credits for elective courses may increase by 0.175 times the number of elective credits for graduation, with adjustments made based on actual enrollment figures.
 - b. For departments offering doctoral programs, an additional six elective course credits may be offered every academic year.

For the credit calculations in the preceding three subparagraphs, any non-integer results shall be rounded to the nearest whole number.

The actual course credits offered by each department (program or degree program) in the first semester shall not exceed 55% of the total allowable course credits.

Any special circumstances shall be handled accordingly, provided prior consent of the University has been obtained.

Article 4 To help students develop a range of competencies, departments (programs or degree programs) may establish specialization fields (hereinafter referred to as “departmental specialization fields”). For departments (programs or degree programs) with 200 or fewer enrolled students in the previous semester, up to two departmental specialization fields may be established. For those with more than 200 enrolled students, up to three departmental specialization fields may be established. The number of elective credits for each departmental specialization field shall not exceed twice the required credits for completing that field. In principle, the recommended range for each field is twelve to fifteen credits.

Article 5 The following courses may be exempted from the total course credit limits specified in Article 3:

1. programs specially established for international students with prior consent of

the University;

2. courses fully funded by project grants, covering all hourly pay for the course instructor(s);
3. modular courses in which at least half of the hourly pay for industry professionals is covered by project grants, limited to a maximum of six credits per semester per project;
4. If, in the previous academic year, at least ten students in a department (program or degree program) have completed an inter-college/departmental (minor) credit program, the department (program or degree program) may offer a three-credit course every academic year; if the number of such students reaches twenty, the department (program or degree program) may offer a six-credit course every academic year;
5. elective courses for off-campus internships; and
6. courses exempted from the total course credit limits under special circumstances, with prior consent of the University.

Article 6 If the total weekly teaching hours for both required and elective professional courses (including those in graduate programs and evening programs) offered by a department (program or degree program) are less than the combined weekly teaching hours of all its faculty members, the department (program or degree program) may, based on the aggregate “basic weekly teaching hours” of its faculty members, offer required and elective professional courses, as well as to teach college-required general education courses, college-required core courses, and courses offered by evening programs or in collaboration with other units.

For departments (programs or degree programs) that meet the conditions specified in the preceding paragraph, full-time faculty members of the department (program or degree program) are not eligible to receive overtime pay during that academic year. However, if additional teaching hours are assigned in order to fulfill basic weekly teaching hour requirements, such excess hours may be carried over as retained hours. The total number of retained hours shall not exceed three in any given academic year. Faculty members of a department (program or degree program) who have been granted a reduction in their basic weekly teaching hours in a given semester may arrange courses eligible for overtime pay only within the scope of the approved reduction.

Article 7 Rules for Teaching Hours:

1. For general courses, one credit shall, in principle, correspond to one teaching hour per week.
2. For listening and conversation courses, one credit may correspond to up to two

teaching hours per week.

3. For experiment and practicum/observation courses, one credit may correspond to up to three teaching hours per week.

Article 8 Minimum Enrollment Requirements for Course Offerings:

1. Required courses shall be offered; however, adjustments to course offerings may be made based on curriculum planning or the allocation of teaching resources.
2. Elective courses require a minimum enrollment of twenty students. University-wide cornerstone courses (including general education core courses and PE courses), college-required core courses, and liberal arts education courses require a minimum enrollment of 30 students.
3. Courses offered by evening bachelor's degree programs and two-year in-service bachelor's degree programs require a minimum enrollment of fifteen students.
4. Courses offered by master's programs and in-service master's programs require a minimum enrollment of five students.
5. Courses offered by doctoral programs require a minimum enrollment of three students.

Undergraduate elective courses that do not reach at least 50% of the required minimum enrollment before a semester begins shall be cancelled. Any special circumstances shall be handled accordingly, provided prior consent of the University has been obtained.

However, courses that do not meet the minimum enrollment requirement may still be offered under special circumstances, with prior consent of the University.

Article 9 Calculation of Enrollment for Jointly Offered Courses:

1. For courses jointly offered to first-year master's students and senior undergraduate students, each master's student shall be counted as equivalent to two undergraduate students. If the combined enrollment meets the minimum requirement for a master's-level course, the course may be offered.
2. For courses jointly offered to master's and doctoral students, each doctoral student shall be counted as equivalent to two master's students. If the combined enrollment meets the minimum requirement for a master's-level course, the course may be offered.
3. For students enrolled in jointly offered courses other than those specified above, each student taking a lower-level course shall be counted as one, while students taking a higher-level course shall be counted in accordance with the provisions

set forth in the preceding two subparagraphs.

Article 10 Course Enrollment Limits:

1. The enrollment limit for a course shall, in principle, be set between 60 and 69 students. If the enrollment limit is to exceed 69, an “Application Form for Increasing Maximum Capacity” shall be submitted to the Curriculum Section of the Office of Academic Affairs (hereinafter referred to as “the Section”) at the time of course scheduling.
2. If, due to course requirements or specific circumstances, the enrollment limit needs to be set below 60, prior consent of the University shall be obtained.
3. For language courses, the minimum enrollment limit shall be 40 students; for experimental, practicum (observation), practical training, and drill courses (excluding those involving theoretical instruction), the minimum enrollment limit shall be 35 students.

Article 11 For guidance-oriented courses taught by designated course instructors, the number of enrolled undergraduate students in the previous semester determines the maximum course offering per academic year. If the number of enrolled undergraduate students of a department (program or degree programs) in the previous semester is 200 or fewer, the course may be offered for up to two hours per academic year; if the number of enrolled students in the previous semester exceeds 200, the course may be offered for up to four hours per academic year. Applications shall be submitted to the Section two weeks prior to course registration.

For graduate programs, if a degree treatise supervision course has already been established, applications as specified in the preceding paragraph will not be accepted or considered.

Article 12 For topic-based modular courses, a minimum of three course instructors is required, including at least two external experts or scholars from relevant fields. The teaching hours provided by these external experts or scholars shall account for at least one-sixth of the total course hours. These courses shall not be offered without prior consent of the University.

The total teaching hours delivered by full-time faculty members in modular courses in a given semester shall count toward their basic weekly teaching hours, and any excess hours shall be compensated in accordance with the Regulations for the Calculation of Teaching Hours and Hourly Pay Rates for Faculty Members at I-Shou University. Courses for which the course instructors’ hourly pay is fully covered by project grants are exempt from this rule. Other cases, with prior consent of the University and conducted in accordance with the University’s policies, may be handled in accordance

with the applicable regulations and rules.

Guidance-oriented courses shall not be offered as modular courses.

Article 13 If a course includes keynote speeches delivered by external experts or scholars, an application shall be submitted to the Office of Accounting in accordance with the applicable regulations and rules at least two weeks prior to the scheduled speech. In principle, each course instructor may organize one keynote speech per semester, and each course may have up to two keynote speeches per semester. Notwithstanding the foregoing, courses funded by external organizations or project grants are exempt from this restriction.

If there are special needs for such keynote speeches, prior consent shall be obtained from the University.

Course instructors shall attend the keynote speeches in full, and the payment of lecture fees shall comply with the regulations and rules of the Office of Accounting.

Article 14 Departments (institutes, programs, or degree programs) may offer overseas study or visit courses once every academic year, limited to one hour per week. Each course shall include at least six hours of classroom instruction and at least twelve hours of overseas study activities.

The aforementioned courses may be conducted while the University is in session or during the winter or summer vacation. An application to offer such courses shall be submitted to the Section at least one month prior to the course start date.

Article 15 If a course includes field visits, the course instructor shall participate in the field visits in full. An application, along with a list of participating students, shall be submitted to the Section at least two weeks prior to the scheduled visit.

For courses that include field visits, undergraduate programs are limited to two visits per semester, while evening programs may conduct up to four per semester. However, this limitation does not apply to off-campus practicum (observation) courses, courses funded by project grants, “Service and Knowledge for Practice,” or courses with prior consent of the University.

Article 16 To maintain teaching quality, course instructors of doctoral courses (excluding degree treatise supervision courses) shall have published at least two papers in anonymously peer-reviewed journals within the past five academic years. At least one of these papers shall have been published in a journal indexed in the SCI, the SSCI, the TSSCI, or the Scopus databases.

If the course instructor has held an administrative position during the current academic year or within the two previous years, they shall have published at least two papers in anonymously peer-reviewed journals within the past five academic years, or at least

one paper in a journal indexed in the SCI, the SSCI, the TSSCI, or the Scopus databases.

Article 17 Courses offered by evening bachelor's degree programs and two-year in-service bachelor's programs shall be governed by the regulations and rules applicable to undergraduate courses; courses offered by in-service master's programs shall be governed by the regulations and rules applicable to master's-level courses.

Article 18 The Principles 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 Principles, the Chinese language version shall prevail.

Credit Calculation and Course Offerings by Colleges and Departments per Academic Year (Daytime Undergraduate Programs)

The number of credits for required and elective courses offered by a department shall be calculated according to the formulas in Tables 1, 2, 3, 4, and 5 below.

Table 1 – Symbol Definitions

R = Total graduation credits for departmental required courses	CR = Total allowable credits for departmental required courses offered each academic year
Q = Total graduation credits for departmental elective courses	CQ = Total allowable credits for departmental elective credits offered each academic year
S = Number of degree students (daytime undergraduate programs)	
N = Total allowable credits the department may offer each academic year (= CR + CQ)	

Table 2 – Total Allowable Credits for Departmental Required Courses Offered Each Academic Year (CR)

Enrollment	Formula	Note
$S \leq 200$	$CR=R$	The allowable credits for departmental required courses (CR) = The total graduation credits for departmental required courses (R).
$S > 200$	$CR=R+(S-200)*0.0055*R$	If a department has more than 200 enrolled students, the allowable credits may increase by 0.55 times the number of required credits for graduation for every additional 100 students enrolled. The calculation is adjusted for every additional student.

Table 3 – Total Allowable Credits for Departmental Elective Courses Offered Each Academic Year (CQ)

Enrollment	Formula	Note
$S \leq 150$	$CQ=Q$	The allowable credits for departmental elective courses (CQ) = The total graduation credits for departmental elective courses (Q).
$S > 150$	$CQ=Q+(S-150)*0.0035*Q$	If a department has more than 150 students enrolled, the allowable credits may increase by 0.35 times the number of elective credits for graduation for every additional 100 students enrolled. The calculation is adjusted for every additional student.

Table 4 – Total Allowable Credits a Department May Offer Each Academic Year ($N = CR + CQ$)

Enrollment	Total Allowable Credits
$S \leq 150$	$N = CR + CQ = R + Q$
$150 < S \leq 200$	$N = CR + CQ = R + [Q + (S - 150) * 0.0035 * Q]$
$S > 200$	$N = CR + CQ = [R + (S - 200) * 0.0055 * R] + [Q + (S - 150) * 0.0035 * Q]$

Appendix

Table 5 – Total Allowable Departmental Elective Credits Offered Each Academic Year by

Current Number of Grade Levels	Total Allowable Credits for the Following Academic Year (N)
Grade Levels 1-3	S = Estimated number of students for the next academic year across all four grade levels = Current number of students in Grade Level 1-3 $\times$ 1.33 R = The number of required credits for graduation in the department Q = The number of elective credits for graduation in the department N is calculated according to Table 4
Grade Levels 1-2	S = Estimated number of students for future four grade levels = Current number of students in Grade Levels 1-2 $\times$ 2 R = The number of required credits for graduation for Grade Levels 1-3 of the department Q = The number of elective credits for graduation for Grade Levels 1-3 of the department = $(3/4) \times$ Total elective credits for graduation N is calculated according to Table 4
Grade Level 1	S = Estimated number of students for future four grade levels = Current number of students in Grade Level 1 $\times$ 4 R = The number of required credits for graduation for Grade Levels 1-2 of the department Q = The number of elective credits for graduation for Grade Levels 1-2 of the department = $(1/2) \times$ Total elective credits for graduation N is calculated according to Table 4

Departments with Fewer Than Four Grade Levels ($N = CR + CQ$)

Note: Credits offered each semester are calculated based on estimated number of students. No adjustment is required if the enrollment error is within five students.

Credits for College-required Core Courses per Academic Year

Calculation Steps:

- 1. Each department shall calculate the number of credits allocated to each college-required core course by the following formula:**

$$[\text{Course Credits}] \times ([\text{Number of degree students in the grade level offering the course}]/60)$$

Description:

This calculation is not subject to rounding.

The number of degree students in the grade level offering the course is defined as follows:

For a freshman-level course: Based on the number of freshman degree students.

For a sophomore-level course: Based on the number of sophomore degree students.

For a junior-level course: Based on the number of sophomore degree students.

For a senior-level course: Based on the number of junior degree students.

- 2. Total allocable credits of college-required core courses for each department:**

Each department shall aggregate the credits of all courses calculated in Step 1. The result is the total allowable credits offered by that department as part of college-required core courses.

Description:

This calculation is not subject to rounding.

- 3. Total allocable credits of college-required core courses for the college**

The college shall aggregate the credits calculated by each department in Step 2. The result, after rounding, is the total allowable credits for college-required core courses.

Note: When calculating the total number of credits, if a large lecture course is paired with small-group practical classes (e.g., college-level cornerstone courses), the total credit hours for that course should be determined based on the actual sum of all lecture hours and small-group hours.