

National Taipei University of Nursing and Health Sciences

Policy for Course Offerings

Formulated and Approved by the Academic Affairs Meeting on June 4, 2014
Amended and Reinstated by the Academic Affairs Meeting on April 14, 2021

- Article 1. This Policy was specifically formulated with the goals of improving the University's quality of teaching, utilizing teaching resources effectively, and formulating curriculum review mechanisms.
- Article 2. Each college, department, and center shall offer courses based on their respective curricula and the areas of expertise and capabilities of instructors, as well as develop an instructor workforce sheet. The sheets for the following semester shall first be signed by the respective director of each college, department, and center and then submitted to the Office of Academic Affairs before the 11th week of every semester. Each unit is responsible for verifying the accuracy of the information on the sheets prior to submission so as to guarantee the instructors' rights and interests.
- Article 3. The maximum number of students enrolled in a course shall be determined by the capacity of the classroom, and there is no limit on the maximum number of courses undertaken. The maximum number of students enrolled in a course that does not take place in a classroom shall be based on the capacity of the location.
- Article 4. If the maximum number of students enrolled in a course does not exceed the capacity of the classroom and the instructor wishes to switch to a larger classroom, the instructor shall reserve one that is available after the course add/drop period. If there is a lack of classrooms or equipment in the same time period, the Office of Academic Affairs shall convene a course scheduling meeting for the next semester on the 16th week of every semester. If the course-offering unit fails to submit their instructor workforce sheet beforehand, or the instructor (or their proxy) fails to attend the meeting, or all units fail to attain a consensus on the allocation of course schedules during the meeting, then the Office of Academic Affairs shall handle all affairs pertaining to classroom allocation.

Article 5. To effectively utilize classroom spaces, the instructors of courses that can be concluded within the summer/winter breaks shall submit a request before the summer/winter break and then complete their instruction before the start of the new semester. The regulations prescribed as follows shall be complied with:

1. The request shall be returned before the deadline announced by the Office of Academic Affairs. A classroom that has been reserved will be unavailable for the course if the request was returned after the deadline.
2. Instructors should communicate thoroughly with their students about the demands and purpose of the course.
3. The course shall not have overlapping curriculum-specified courses that are held during the summer/winter breaks.
4. The deadline for grade submission shall be based on the date announced in the academic year calendar.

Courses that cannot be concluded before the start of the new semester but still must be commenced during the summer/winter breaks shall be handled in accordance with the aforementioned regulations.

Article 6. In the case of any course modifications that must be made after the Office of Academic Affairs has terminated the online learning access for colleges, departments, centers, and degree programs, the course-offering unit shall request for such corrections before the course selection period. The Office of Academic Affairs shall be notified immediately of any course modifications made after the course selection period so as to suspend the course selection process. The unit shall then discuss with the students who selected the course and apply for the modification following the approval of all students.

Article 7. All courses shall have a title in Chinese and English. The former is limited to 20 full-width characters, while the latter is limited to 100 half-width characters, including letters, punctuation marks, and spaces.

Article 8. Courses of the same nature that encompass two or more semesters shall be marked in sequence, such as Physical Education (I) and Physical Education (II).

Article 9. General provisions for recognizing teaching hours for internship programs: Courses that include the words “internship” and/or “practicum” in the titles shall be included as internship hours. Non-internship courses should avoid including the words “internship” or “practicum” in the titles in order to

guarantee the teaching hours-related rights and interests of instructors.

- Article 10. General provisions for recognizing practical courses: Only courses that include the word “practice” in the titles shall be listed as practical courses. Non-practical courses should avoid including the word “practice” in the titles to avoid confusion.
- Article 11. Curriculum changes are only effective after proposals have been submitted to and approved at department-, center-, college-, and university-level curriculum committee meetings, and approved at an Academic Affairs Meeting.
- Article 12. Distance education courses shall be handled according to the regulations prescribed in the Ministry of Education’s Implementation Regulations Regarding Distance Learning by Universities and the University’s Policy for Implementing Distance Learning.
- Article 13. The main instructor of a course shall upload the lesson plan before the course selection period to function as a reference for students. The instructor shall instruct the course according to the teaching plan. For courses in the same class with two or more instructors, the name, contact method, and e-mail address of the main instructor shall be stated in the lesson plan.
- Article 14. Instructors should confirm the student list for a course at the myNTUNHS portal and take attendance. The student list can be printed out at an instructor’s discretion. Instructors should upload their teaching materials or course information to an online platform designated by the Computer Center in accordance with the announcements of the Office of Academic Affairs. Instructors shall strictly comply with the University’s regulations and complete their office hour records for review by the course-offering department.
- Article 15. Instructors should familiarize themselves with their teaching materials; when broadcasting multimedia learning materials, an instructor should be present in person to guarantee the quality of teaching.
- Article 16. Instructors who wish to reschedule a course or change its location should apply beforehand to reschedule the course or reserve a classroom. Instructors shall apply for approval for field trips beforehand when necessary.

- Article 17. Instructors shall undergo a teaching performance evaluation and respond to student feedback in a timely manner.
- Article 18. If there is a shortage of facilities and equipment for general courses attended by up to 80 students, physical education and computer classes attended by up to 60 students, or courses that require the use of a special use classroom every week, then a group teaching request must be made by the instructor.
- Article 19. Unless otherwise specified in other regulations, the minimum number of students (excluding students from other universities) required to begin a course after the adding/dropping period is prescribed as follows:
1. 1. Bachelor's program: 20
 2. 2. Master's program: 5
 3. 3. Doctoral program: 5
- Courses that fail to meet the aforementioned student number requirements shall be canceled immediately after the adding/dropping period in each semester. This stipulation shall not affect courses that cannot be canceled if approval was granted beforehand. Separate arrangements shall be made regarding the approval requirement for special classes.
- Article 20. Courses with more than 60 recruited students in a single class (including additional students) shall be separated from the first semester of the freshman year onward so as to prevent instructor distraction arising from class separation or integration as well as academic suspension and resumption. From the second semester of the freshman year onwards, unless otherwise stated in Article 19, courses with a total of fewer than 80 students across all classes shall be integrated. Requests shall be made to redress courses having the same title but requiring integration due to a lack of instructors or other special needs. Courses with different titles shall not be integrated.
- Article 21. Matters not covered herein shall be handled in accordance with the Constitution of NTUNHS and other relevant regulations.
- Article 22. This Policy and its amendment shall become effective upon the resolution of the Academic Affairs Meeting.