

東海大學開課辦法

113年4月23日第174次教務會議通過

113年6月7日第175次教務會議修正通過

- 第一條 本校為提升教學品質，保障學生修課權益，特訂定本辦法。
- 第二條 各單位開課總學分數上限，應依教務處核定之學分數開課。
- 第三條 各系所開授之課程須經系、院課程委員會審議通過。
- 第四條 課程開課規範：
- 一、系所各年級必修課程，應依學生入學年度之「必修科目表」開授；開授之必修課程名稱與學分數應與必修科目表一致，不一致者視為不同課程。
 - 二、為維護學生受教品質，日間學制課程之安排須於週一至週五白天(第9節以前)，進修學制(含在職專班)課程則於週一至週五晚間，輔以週六及週日為原則。
 - 三、各學制系(科)班級單一年級，每日之課程安排不得超過10節，同一門課不得連續授課4節以上；實務操作課程等性質特殊者，不在此限。
 - 四、併班課程，課程資訊皆須一致，包括課程名稱、授課教師、學分數及上課時間與地點。
 - 五、密集課程(含海外研習課程)、遠距課程、講座型課程、英語授課及校外實習等特殊課程，應經系、院課程委員會單獨列案審議通過始能開授。密集及遠距課程應於前一學期提送系、院、校課委會審議通過始能開授，其他規範依相關辦法辦理。
 - 六、開設遠距課程(授課時數二分之一以上以遠距教學方式進行)，應擬具「遠距教學課程教學計畫大綱」，於開課前一學期提送系院校課程委員會審議通過後，始得開授。
- 第五條 課程安排規則：
- 一、學系課程時間之安排，應平均分配於週一至週五，勿集中安排課程，以利學生修課，避免衝堂。「系上開課」作業系統，設有學士班週一至週五排課時數檢核系統，各學系週一至週五排課時數應至少達總開課數15%。
 - 二、為避免學生衝堂，每系同一節次最多安排兩門課(含共同必修、通識、及學系必修、選修科目)，雙班者同一節次最多安排四門課。
 - 三、相連年級(如一、二年級；二、三年級；三、四年級)之必修科目，以不排在同一時間上課為原則，以利學生重補修。
 - 四、管理學院、餐旅管理學系、音樂學系、美術學系及國際學院學生均於第二教學區上課，故通識課程、第二外國語、選修英文、選修日文及選修軍訓(二)課程，應安排部分課程於第二教學區，以利學生

修課。

第六條 教師授課原則：

- 一、本校授課教師任課前，應經三級教師評審委員會審議程序辦理聘任，但因學校整體發展需要，學院得聘任教師，經院校二級審議程序辦理。未經教師評審委員會審議通過者不得開課。
- 二、授課教師應具講師資格，具助理教授以上資格者始得開授研究所課程。
- 三、系所專業必修課程應由專任教師開授之，課程兼任教師之聘任，應以特殊或實務課程為原則，如專業特殊性、產業實務經驗或實際教學需要，或支援如藝術、戲劇類科，以增加課程實務技能與多元性。
- 四、任課教師應親自授課，未能授課時，應辦理請假並註明補課時段、地點及代理之教師。
- 五、教師應依表定時間授課，每一學分課程應授滿18小時。
- 六、任課教師應於課程預選前完成授課大綱之撰寫，供學生選課參考。
- 七、教師於課堂授課時，應注意師生分際，避免發生跟騷、性騷等情形，勿提涉政治、宗教、性別歧視等議題，以避免爭議。

第七條 課程資訊異動原則：

- 一、學生開始預選課程後，因故需異動課程資訊，應填寫「課程異動表」；於開課階段結束後，新開授之課程仍須經系、院課程委員會審議通過始得開授。
- 二、上課時間之異動，應於學生選課結束前辦理（開學第2週前）；但有非得異動之原因，須取得全班修課學生簽名同意，始得異動。

第八條 各類課程開課人數標準，應依下列規定辦理：

- 一、學士班專任教師授課之選修課程修課人數須達10人（單班）、15人（雙班）、20人（三班），兼任老師授課之課程修課人數須達15人（單班）、20人（雙班）、25人（三班）。
- 二、法律學院及國際學院學士班選修課程修課人數標準比照雙班修課人數標準，其餘學院課程修課人數標準比照三班修課人數標準。
- 三、進修學士班選修課程修課人數須達15人。
- 四、碩博士班選修課程修課人數至少應有3位碩士生/碩專生或是1位博士生。碩士班課程修習，僅開放學士班高年級學生修習(3、4年級學生)，低年級學生不得修習。
- 五、共同課程，專任教師授課之課程修課人數須達25人，兼任老師授課之課程修課人數須達30人。
- 六、通識課程修課人數須達50人。
- 七、師培課程修課人數須達10人。

第九條 本辦法未盡事宜，悉依本校相關辦法或規定辦理。

第十條 本辦法經教務會議通過後實施。

THU Course Offering Regulations

Approved by the 174th Academic Affairs Meeting on April 23, 2024

Approved by the 175th Academic Affairs Meeting on June 7, 2024

- Article 1 The regulations are established to increase the quality of education at Tunghai University and safeguard student's rights to course enrollment.
- Article 2 Each department's total credit limit for course offerings shall be determined based on the credits approved by the Office of Academic Affairs.
- Article 3 Courses offered by each department must be reviewed and approved by the departmental and college courses committees.
- Article 4 Course offering guidelines:
- I. Mandatory courses for each academic year of departments shall be offered according to the relevant "Major Courses List" based on the year of student enrollment. The names and credits of the mandatory courses offered shall match those in the Major Courses List. Any discrepancies in names and credits will result in the course being considered as a separate course.
 - II. In order to maintain the quality of education, regular program courses should be arranged from Monday to Friday during the daytime (before the 9th period). For in-service/evening programs (including in-service graduate programs), courses should be scheduled from Monday to Friday in the evening and supplemented by Saturdays and Sundays.
 - III. For each grade of each academic program, the daily schedules shall not exceed 10 periods, and the same course shall not take place for more than 4 consecutive periods. This does not apply to special courses such as practical/hands-on courses.
 - IV. For combined courses, course information - including course name, instructor, credits, and class time and location - must be the same across the courses being combined.
 - V. Special courses such as intensive courses (including overseas courses), remote courses, seminar-based courses, courses taught in English, and off-campus internships shall be approved individually by the department and college courses committees before being offered. Intensive and remote courses must be submitted for review and approval by the department, college, and university course committees in the preceding semester before being offered. Other regulations shall be handled in accordance with relevant procedures.
 - VI. When offering distance learning courses (where more than half of the

teaching hours are conducted remotely), a "Distance Learning Course Syllabus" must be prepared and submitted for review and approval by the department, college, and university courses committees in the preceding semester before being offered.

Article 5 Course scheduling guidelines:

- I. The scheduling of departmental courses should be evenly distributed from Monday to Friday to avoid concentrated course schedules, ease students' course enrollment, and prevent scheduling conflicts. The "Departmental Course Offering" system includes a course check system for bachelor's program courses from Monday to Friday. Each department's scheduled course hours from Monday to Friday should account for at least 15% of the total course hours offered.
- II. To prevent schedule conflicts for students, a maximum of two courses (including common required, general education, departmental required, and electives) may be scheduled in the same period for each department. For departments with two classes, a maximum of four courses may be scheduled in the same period.
- III. Mandatory courses for consecutive academic years (such as first and second years; second and third years; third and fourth years) should not be scheduled at the same time in case students are required to retake or make up courses.
- IV. Students from the College of Management, Department of Hospitality Management, Department of Music, Department of Fine Arts, and International College attend classes in the Second Teaching Area. Therefore, some general education courses, second foreign language courses, English electives, Japanese electives, and military training electives (II) should be scheduled in the second teaching area for the convenience of students.

Article 6 Guidelines for teaching & instructions:

- I. THU instructors are required to undergo a review process by three faculty evaluation committees before appointment. However, in line with the overall development needs of the university, colleges may appoint instructors through a two-tiered review process at the college level. Courses may not be offered without approval from the faculty evaluation committee.
- II. Instructors must hold at least the rank of lecturer to teach undergraduate courses and hold at least the rank of assistant professor to teach graduate courses.

- III. Mandatory courses within departments must be taught by full-time faculty members. Adjunct instructors shall be appointed if there are specific or practical course requirements, such as specialized expertise, industry experience, or teaching needs in areas like arts and drama, to enhance the practical skills and diversity of the courses.
- IV. Instructors assigned to courses are responsible for providing personal instructions. If unable to, instructors must apply for leave and specify the makeup class time, location, and substitute instructor.
- V. Instructors must adhere to the pre-determined class hours, ensuring that each course is taught for a minimum of 18 hours.
- VI. Instructors should complete the course syllabus before the course selection period, providing it for students for their reference when selecting courses.
- VII. During class instruction, instructors should maintain appropriate boundaries with students, avoiding situations such as harassment or sexual misconduct. They should refrain from discussing controversial topics such as politics, religion, or gender discrimination to prevent disputes.

Article 7 Guidelines for course changes:

- I. After students begin course selection, if there is a need to change course information due to unforeseen circumstances, instructors should complete the "Course Information Change Form." First-time offerings require review and approval by the departmental and college courses committees before being offered.
- II. Changes to class schedules should be made before the end of the course selection period (before the second week of the term). However, if there are reasons necessitating schedule changes, approval must be obtained from all students enrolled in the course before changes can be made.

Article 8 Minimum enrollment guidelines:

- I. For **elective** courses taught by full-time faculty in bachelor's programs, minimum enrollment should be 10 students for single-class departments, 15 for two-class departments, and 20 for three-class departments. For courses taught by adjunct faculty, minimum enrollment should be 15 for single-class departments, 20 for two-class departments, and 25 for three-class departments.
- II. Enrollment limits undergraduate **elective** courses offered by the College Law and International College should follow the standards for

two-class departments, while for courses offered by colleges, enrollment limits should follow the standards for three-class departments.

- III. Minimum enrollment for in-service undergraduate program **elective** courses should be 15 students.
- IV. Minimum enrollment for master's and doctoral **elective** courses should be 3 master's students/in-service master's students or 1 doctoral student. Master's courses are only open to senior undergraduate students (3rd and 4th year students); junior undergraduate students are not permitted to enroll.
- V. Cross-department courses taught by full-time faculty members should have a minimum enrollment of 25 students, while cross-department courses taught by adjunct faculty members should have a minimum enrollment of 30 students.
- VI. General education courses should have a minimum enrollment of 50 students.
- VII. **Teacher education courses should have a minimum enrollment of 10 students.**

Article 9 Any matters not specified herein shall be handled in compliance with relevant regulations.

Article 10 The regulations herein shall be promulgated upon approval by the Academic Affairs Meeting.