

## **Providence University Regulations on Course Scheduling**

**Amended at the Academic Affairs Meeting on September 30, 2020**

- Article 1. The Providence University Regulations on Course Scheduling (hereinafter the “**Regulations**”) is established to provide basis for university wide course scheduling and the optimal allocation of teaching resources.
- Article 2. All colleges, departments, graduate institute, centers, and offices (hereinafter the “**respective units**”) shall complete the following tasks through coordination prior to course scheduling:
- A. Drafting of the annual course calendar.
  - B. Appointment of the new faculty members.
  - C. Survey and confirmation of the part-time faculty’s available class time.
  - D. Collating the course scheduling survey of full-time faculty.
- Article 3. The Div. of Registration and Curriculum shall coordinate and complete the following tasks prior to class scheduling:
- A. Confirming the number of total classes.
  - B. Drafting the number of credit hours available for the respective departments.
  - C. Drafting the number of classes available for the university required courses.
  - D. Time slots allocation for the university required courses and general education courses.
  - E. Time slots allocation for the Military Training courses.
  - F. Classroom allocation for priority scheduling for the respective departments.
- Article 4. The schedule for the university required curriculum, general education curriculum, and military training curriculum shall be listed first, to be followed by the professional curriculum scheduled by the Div. of Registration and Curriculum with the collaboration of the respective units. Should there be a conflict of schedule, the Div. of R&C shall coordinate with the units in question.
- Article 5. The Div. of R&C and the case officer of the respective units shall verify the following items after the schedule is drawn up:
- A. The course titles and the number of credits for the departmental required courses are in line with the Course Structure Diagram for each academic year.
  - B. The new electives offered by the respective units are approved by the respective curriculum committees.
  - C. Based on the past course schedules of the graduating seniors of the respective departments, confirm that all the professional required curriculum are offered in full.
  - D. Check whether the annual number of hours for the professional subjects offered for each unit meets the requirement.
  - E. Check whether the number of credits for the required (including university and general education) courses set by the respective units is reasonable.
  - F. Check whether the time slots scheduled for the respective class schedule and faculty teaching schedule are appropriate.
- Article 6. The classes are scheduled in line with the following rules:
- A. Required courses:
    1. The Sophomore, Junior, and Senior (excluding small group) classes are scheduled from periods 1 to 4 or periods 5, 6, and 7.

2.The Freshman classes are scheduled from periods 1 to 9.

- B. The required and elective subjects of the same class shall not be scheduled in the same time slot.
- C. The Class Meeting is set for the periods 7 & 8 on Thursdays. No class shall be scheduled in the said time slot.
- D. The separate classes for the required and optional required courses in the Teacher Education Program may be scheduled after the 7th (inclusive) period; the elective courses may be scheduled in other time slots.
- E. The separate classes for the Minor and Double Major courses shall be scheduled after the 8th period.
- F. The classes of continuing education program and In-service Programs are scheduled in accordance with the specifications in the admission brochures.
- G. The retake classes are scheduled after the 8th period or in Summer Session.
- H. For the common elective courses, where there are 3 classes with the same course title, one of the classes should be scheduled after the 7th period.
- I. Where the course contents are continuous throughout the academic year, the class time for both semesters should remain the same.
- J. After the classes begin in the semester, without any special causes, the class time scheduled should not be changed at will to safeguard students' rights in learning.

Article 7. The classes for the full-time faculty are scheduled in line with the following rules:

- A. The faculty with over 10 teaching hours per week will be scheduled for a minimum of 4 days; those with over 13 teaching hours will be scheduled for 5 days. The faculty who concurrently serve as administrative directors may reduce the number of teaching days.
- B. The faculty should accommodate the arrangement of the appointing units and have their classes evenly scheduled during weekdays to avoid over concentrated scheduling.
- C. To accommodate a reasonable student class schedule and the availability of classrooms, the faculty shall only select the days of week, not the time slots, for class scheduling.
- D. The faculty who teaches less than 10 hours per week should still select 4 weekdays for class scheduling.
- E. The first academic year after a faculty member resign the administrative role, the said faculty has the priority of selecting 2 same subjects prior to assuming the administrative role; effective the 2nd year, the said faculty shall accommodate the course assignment of the pertinent department.
- F. Where a time change on a set schedule is necessary, a written application is required and is upon the approval of the Dean of Academic Affairs.
- G. The weekly teaching load and overload hours are subject to the related regulations.

Article 8. The part-time faculty members have the priority of selecting teaching time slots and arrange the classes in the morning or in the afternoon; however, the insistence of scheduling between the 3<sup>rd</sup> and 6<sup>th</sup> periods shall not be honored.

Article 9. For the 3-credit language courses, except for the classes of part-time faculty and graduate programs, the non-consecutive scheduling is the principle.

Article 10. Course Periods and Timetable:

Course Period	1	2	3	4	午	5	6
Hours	8:10~9:00	9:10~10:00	10:10~11:00	11:10~12:00	12:10~13:00	13:10~14:00	14:10~15:00
Course Period	7	8	9	10	11	12	13
Hours	15:10~16:00	16:10~17:00	17:10~18:00	18:05~18:55	19:00~19:50	19:55~20:45	20:50~21:40

Article 11. These Regulations shall enter into force upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

Adopted at the Academic Affairs Meeting on October 26, 2005  
Amended at the Academic Affairs Meeting on May 25, 2011  
Amended at the Academic Affairs Meeting on December 28, 2011  
Amended at the Academic Affairs Meeting on October 8, 2014  
Amended at the Academic Affairs Meeting on May 27, 2015  
Amended at the Academic Affairs Meeting on May 25, 2016

**\*The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**