

Implementation Guidelines for the Remedial Courses Offered Under the Teaching and Learning Excellence Project, Wenzao Ursuline University of Languages

Approved at the Academic Affairs Committee on October 8, 2013

Ratified by the President on November 5, 2013

- I. To help improve students' learning achievement and to offer remedial courses for students with poor academic performance, Wenzao Ursuline University of Languages (hereinafter referred to as the University) has established the "Implementation Guidelines for the Remedial Courses Offered under the Teaching and Learning Excellence Project" (hereinafter referred to as the Guidelines).
- II. Remedial courses offered by departments (graduate schools) and centers shall be courses that can enhance students' learning achievement. The minimum number of students for a remedial course to be offered is 10. The courses to be offered and class schedules shall be decided by departments (graduate schools) and centers. (One class lasts 50 minutes.)
- III. The remedial courses are funded by the Teaching and Learning Excellence Project and the budget is allocated by the Office of Academic Affairs according to the needs of departments (graduate schools) and centers.
- IV. To offer remedial courses, departments (graduate schools) and centers shall submit the "Proposal to Offer Remedial Courses, Wenzao Ursuline University of Languages" to be approved. They shall then offer the courses according to the proposal. After implementation, the "Outcome Report for Remedial Courses, Wenzao Ursuline University of Languages" shall be completed.
- V. Teachers are paid according to their level of salary. The number of hours is excluded from the teacher's basic weekly teaching hours.
- VI. The Guidelines become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.