

# **Wenzao Ursuline University of Languages**

## **Tentative Guidelines Governing Courses with Flexible Credits**

Revised and Approved at Academic Affairs Committee on May 31<sup>st</sup>, 2016

Ratified by the President on July 4<sup>th</sup>, 2016

### I. Purpose

In view of the present educational trends and development, Wenzao Ursuline University of Languages (hereinafter referred to as the University) hereby established the Tentative Guidelines Governing Courses with Flexible Credits (hereinafter referred to as the Guidelines) to structurally change the flexibility and content of present curriculum to facilitate innovation at current courses, promote autonomous learning, and support teachers to improve teaching effectiveness.

### II. Definition

Experimental courses with flexible credits (hereinafter referred to as the Courses) refer to integrative courses that do not belong to one specific discipline and that focus on students' learning outcomes. Such courses should contain innovative, creative, and interdisciplinary learning and focus on connecting theories with practice. Students of the 4<sup>th</sup> and 5<sup>th</sup> year of the junior college program and the College Division (including Extension Education Division) may enroll such courses.

### III. Such Courses include deep-bowl courses and micro-courses.

#### (I) Principles governing deep-bowl courses

1. The courses offered range from 4 credits to 8 credits. In addition to regular course hours, the teacher may use extracurricular seminars and practicum as extra learning activities, and the extra learning hours may be included in the course hours.
2. The courses may be offered as one course or two (or more) courses; in principle, the minimum number of students required is 15.

#### (II) Principles governing micro-courses:

1. **In principle, the credit for a micro-course should be less than 1 credit (including 1 credit). One credit equals 18 class hours, so 2 class hours equal 0.1 credits, 4 class hours equal 0.2 credits, and so on.**
2. Micro-courses may be offered weekly or offered as intensive courses, and may be combined with MOOCs.

### IV. These Courses may have two or more teachers from different disciplines, and the salary of each teacher will be calculated according to the actual teaching hours. The teachers can also co-teach, and the salary will be divided accordingly.

V. **Application procedures and review procedures**

**For courses offered in the first semester, the application form should be submitted before the end of April and for courses offered in the second semester, the application form should be submitted before the end of November. The application form should be submitted to the School Curriculum Committee for review. The application form should be submitted by the unit that offers the course, along with the curriculum design, the course implementation approach, the learning objectives, and assessment methods, to be reviewed and approved by the Department (Graduate Institute, Center) Curriculum Planning Committee, the Departmental (Graduate Institute, Center) Meeting, and the School Curriculum Committee. Afterwards, the application should be submitted to the University Curriculum Committee for review.**

VI. Matters not covered in the Guidelines should be settled according to the relevant regulations of the University.

VII. The Guidelines become effective after they are approved at the Academic Affairs Committee and ratified by the President. Amendments must follow the same procedures.