

## **Dharma Drum Institute of Liberal Arts**

### **Regulations for Offering of Courses**

Approved at the 2<sup>nd</sup> Institute Affairs Meeting of the Academic Year 104 on December 2, 2015

Amendment adopted at the 1<sup>st</sup> Teaching and Research Meeting of the Academic Year 107 on  
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2024

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2024

Article 1 The Dharma Drum Institute of Liberal Arts (hereinafter “the Institute”) has established these Regulations to promote the normalization of curriculum and teaching, improve teaching quality, and protect the rights and interests of students.

Article 2 The standard number of students enrolled in various courses of the Institute shall be governed by the following provisions:

1. The numbers of students in each elective course is as follows:

(1) Bachelor's Program:

1. A minimum of 4 students is required
2. Sanskrit-Tibetan, English-Japanese and Chinese related courses require a minimum of 3 students.
3. A minimum of 2 students are required for the Xingmen Special Research.
4. Joint courses with the Dharma Drum Sangha University are not subject to the above restrictions.

(2) For courses offered under the master's program, at least 2 students are required for each course.

(3) For courses offered under the doctoral program, at least 1 student is required for each course.

(4) For courses jointly offered under master's and doctoral programs, if no doctoral student has selected such course, it shall be handled in accordance with the standards of master's program.

2. If, after the course add/drop period, the number of enrolled students in a course does not meet the minimum requirements specified in the previous provisions for each type of course, the course shall be canceled.

3. If a course is attended solely by students from other institutions and no students from the Institute enroll, the course shall be canceled.

Article 3 Each course shall provide 1 credit for every 18 teaching hours per semester, and laboratory or practical courses shall in principle provide 1 credit for 36 to 54 hours per semester; meditation or practice-based courses shall in principle provide 0.5 credits for 45 to 55 hours per semester. All courses must be reviewed and approved by the departmental/degree course curriculum committee, the General Education Committee, and the Institute Curriculum Committee before being added to the schedule.

Article 4 After a course is scheduled, the responsible instructor must upload the “course syllabus” and “teaching schedule” online to provide reference for students during course selection.

Article 5 The number of courses offered for various systems (i.e. bachelor’s, master’s, and doctoral programs) shall be planned based on actual needs to meet graduation requirements for students.

Article 6: Adjustments or changes to compulsory courses must be approved by the departmental/degree course curriculum committee and the General Education Committee. A replacement course comparison table must be submitted to the Institute Curriculum Committee for final approval.

Where a student makes up or retakes a compulsory course, and such course alternates with other courses taken as new and old courses, the rules for new courses shall prevail. The following shall apply:

1. “Course Cancellation”: When a compulsory course is canceled, a clear replacement course and credit equivalence must be specified.
2. “Course Changes”: For changes in course name or credits, the rules for retaking or substituting courses must be explicitly stated.
3. If the credits of a newly established course are fewer than the original course, the new course credits shall apply.
4. Where there are circumstances as prescribed in the preceding subparagraph, graduation credit requirements must not be reduced due to these changes. Students must take additional courses relevant to their department/degree course to make up the required graduation credits.

Article 7 Course Scheduling Regulations:

1. Courses for daytime programs shall be scheduled from Monday to Friday during the day. Courses for supplementary program (including part-time programs) shall be scheduled on weekday evenings, with additional sessions on Saturdays and Sundays as needed.
2. No more than 10 classes may be scheduled per day, and no single course may

exceed four consecutive classes. Courses should not be delivered in a condensed, short-term format to complete a semester's curriculum.

3. Supplementary program must have at least two teaching days per week.

4. Scheduling for part-time undergraduate and master's programs must accommodate the needs of working students; compulsory courses may not be combined with daytime classes unless all students in the class agree.

5. Flexible scheduling may be allowed for courses with special requirements, such as courses taught by visiting scholars or industry experts, or for courses involving language training or combined field-based practice. Such flexibility requires careful evaluation by the departmental curriculum committee and approval by the Institute Curriculum Committee and Teaching and Research Meeting.

Article 8 If a course is taught by two or more instructors, the teaching hours shall generally be evenly distributed among them. If the hours are not evenly distributed, the offering department shall confirm the allocation for each instructor.

Special teaching hour arrangements must be reviewed by the departmental/degree course curriculum committee, approved by the President, and submitted to the Academic Affairs Section for implementation.

For laboratory and practical courses (including those with practical components not explicitly designated as practical credits), if the instructor personally oversees the course, teaching hours shall be calculated at half the actual teaching or approved practical hours.

Article 9 Any matter unspecified shall be handled in accordance with the Academic Regulations of the Institute and other relevant regulations.

Article 10 These Regulations shall be adopted at the Teaching and Research Meeting, and shall be submitted to the President for approval and promulgated for implementation; the same shall apply to any amendment thereto.