

# **NTNU Department of English Regulation on Course Scheduling**

## Article 1

NTNU Department of English Regulation on Course Arrangement (hereafter referred to as the Regulation) is drawn up to establish the sequence of course arrangements for faculty members.

## Article 2

The Department of English offers the following courses:

1. Required Courses, including Professional and Language courses
2. Elective Courses, including both undergraduate and graduate courses, as well as General English Required Courses
3. Honor English Program and Advanced English Program

## Article 3

Faculty members are required to fulfill their teaching hours in accordance with the sequence of courses and programs listed in Article 2. It is important to note that no faculty member is allowed to teach more than one graduate course per semester. However, if a faculty member wishes to teach additional hours, he/she may choose to offer a General Education course or provide support for required or elective courses offered by other departments.

## Article 4

If a course is offered and the number of enrolled students does not meet the minimum requirement, the course cannot be offered again in the next academic year unless it meets the minimum standard.

## Article 5

Every faculty member is obligated to teach writing courses for a duration of 7 years. This obligation does not include the teaching of Research Method courses. Once this obligation is fulfilled, faculty members have the option to choose whether or not to continue teaching writing courses.

## Article 6

In cases where a faculty member is unable to fulfill their writing course obligation due to their position as Editors-in-Chief in one of the three academic journals, they will be required to make up for the unfulfilled years after they step down from their Editors-in-Chief position. However, it should be noted that upon their return, they may not be assigned the same level of writing courses they were teaching originally.

## Article 7

Every faculty member is limited to teaching only one General Education course per semester. However, if a faculty member needs to teach two General Education courses in one semester, it is advised that one of the General Education courses be offered at the Gongguan Campus.

## Article 8

The faculty member who is applying for a reduction in teaching hours shall refrain from reductions in required courses.

Article 9

The NTNU Department of English Regulation on Course Scheduling was passed during the Departmental Meeting, and has been in effect since Fall 2010.