

# NATIONAL TAIWAN UNIVERSITY

## Directives for Processing Liberal Education Course Offerings and Reviews

- March 29, 2007 Passed by the joint meeting of the General Education Committee and the Curriculum Consultation Panel
- March 4, 2008 Amended and passed by the General Education Committee meeting
- June 16, 2008 Amended and passed by the joint meeting of the General Education Committee and the Curriculum Consultation Panel
- October 3, 2012 Amended and passed by the General Education Committee Meeting
- Article 1 National Taiwan University (NTU) Center for General Education (“the Center”) formulates the *Directives for Processing Liberal Education Course Offerings and Reviews* (“the Directives”) in accordance with Article 8 of *NTU Regulations for Liberal Education and Core Competencies Courses*.
- Article 2 Liberal education course offerings and reviews at NTU shall be handled in accordance with NTU Regulations for Liberal Education and Core Competencies Courses, the Directives, and other applicable NTU regulations.
- Article 3 For liberal education courses to be offered by invited lecturers, if the instructor is an NTU full-time or part-time faculty member, the Center shall notify in writing the head of the instructor's affiliated academic program for approval, and then the instructor shall present the course details to the curriculum committees of the affiliated academic program and the college for review. Once approved, the course details shall be sent to the Center for reference.
- If the instructor is a scholar or an expert not affiliated with NTU, the Center shall notify the affiliated academic program in writing to process the appointment in accordance with NTU relevant regulations. The instructor shall then submit the course details to the curriculum committees of the affiliated academic program and the college for review. Once approved, the course details shall be sent to the Center for reference.
- Article 4 For liberal education courses to be offered by voluntary applications, the instructor shall present the course details and enumerate works related to the course or academic papers they have published in the past five years. The application shall be passed by the curriculum committees of the affiliated academic program and the college and then sent to the Center for further review.
- Article 5 For specialized courses to be offered as liberal education courses, if it is recommended by the Center's Curriculum Committee, then the Center shall notify the academic program and the instructor in writing for their consent, and request the instructor to present the course details to the Center for reference. If it is the instructor's voluntary application, then the provisions in Article 4 shall apply.
- Article 6 The course details herein shall specify the course's field of study, course type, credit hours, course outline, textbook and references, grading policy, maximum enrolled students, etc. The format of required documentation for offering a liberal education course shall be provided by the Center for General Education.
- Article 7 If a similar liberal education course has been offered in the recent three years and the course evaluation result of any semester is lower than 3.8, the Center's Curriculum Committee may evaluate the appropriateness of offering the course in consideration of the basic information in the Course Questionnaire and enrolled students' feedback.
- Article 8 For a liberal education course that has been offered for three years, the Center will calculate the course evaluation results for the recent three years. Should the average result be lower than 4.0, the Center's Curriculum Committee may

evaluate and determine whether the course should be listed as a liberal education course in consideration of the basic information in the Course Questionnaire and enrolled students' feedback. To re-offer a liberal education course that has been canceled for three years or above, it shall be deemed as a new course and an application shall be submitted for review as described in Article 4.

Article 9 For a liberal education course where the teaching assistant is assigned to facilitate group discussions, the course, in principle, shall be worth three credits for a semester and the discussion session shall last for at least one credit hour per week.

Article 10 The schedule of the formalities described in the Directives shall be sent in writing to all colleges and invited instructors every March and October to file liberal education course applications.

Article 11 Matters not addressed herein shall be handled in accordance with applicable laws and regulations as well as relevant meeting resolutions agreed by the Center.

Article 12 The Directives shall be reviewed and passed by the Center's General Education Committee and then implemented on the date of promulgation.