

Enforcement Rules for the Undergraduate Basic Management Courses in the College of Management at National Yang Ming Chiao Tung University

Formulated at the 2nd curriculum committee meeting of the College of Management for academic year 2021 on Nov 4, 2021
Reviewed and approved in writing at the college affairs meeting for academic year 2021 on Nov 17, 2021

Article 1 **Purpose:** The College of Management (hereinafter the College) of National Yang Ming Chiao Tung University (hereinafter the University or NYCU), in order to improve the teaching quality of the undergraduate basic management curriculum and to achieve the purpose of sharing resources, draws up these enforcement rules to regulate and deal with related matters.

Article 2 **Course Designation:** The College's undergraduate basic management programs comprise the following seven courses, from which students must choose three courses, i.e. the number of credits for graduation should include at least nine credits of the College's basic management programs:

1. Production and Operations Management (3 credits)
2. Marketing (3 credits)
3. Human Resource Management (3 credits)
4. Financial Management (3 credits)
5. Database Management (3 credits)
6. Management Information Systems (3 credits)
7. Logistics Management (3 credits)

Amendments to the basic management curriculum of the College shall be reviewed and approved by the Curriculum Committee of the College and endorsed at the college affairs meeting before they are put into effect.

Article 3 The following guidelines apply to the implementation of the undergraduate basic management curriculum in the College:

1. **Common Regulations:** A common basic curriculum guideline is drawn up by the instructors of each class for the same subject brought together by the convenor with a common examination held once per semester.
2. **Course Delivery:** Each basic management program is the responsibility of the respective course planning and implementation units, which arranges the number of classes and the deployment of instructors:

Course Planning and Implementation Unit	Course Title
Dept of Industrial Engineering and Management	Production and Operations Management
Dept of Management Science	Marketing, Human Resource Management
Dept of Information Management and Finance	Financial Management, Management Information Systems, Database Management
Dept of Transportation & Logistics Management	Logistics Management

3. **Special Classes:** In consideration of special needs for the basic management curriculum, special classes may be offered in the form of deepening the content, increasing the number of hours of classes or in a foreign language to cater for students' needs upon the approval of the College's Curriculum Committee.
4. **Summer Programs:** To provide students with the opportunity to take summer programs, the basic management courses of the College may be offered during the summer months as necessary. The course content, teaching materials, examinations and marking criteria must be in compliance with the requirements of the undergraduate basic management curriculum of the College.
5. **Classrooms, Time Slots and Teaching Facilities:** The respective course planning and implementation units are responsible for coordinating and arranging the time slots and classrooms for the College's undergraduate basic management courses with the other departments that have included them in their compulsory curriculum.
6. **Course Selection:**
 - 1) **Courses offered in a single semester:** Students from all departments will be assigned to the same class first, but students still have the right to apply for a change of the class.
 - 2) **Order of assignment:** The order of priority in assignment of students for courses is College undergraduates, followed by College graduate students, students enrolled in a College department/institute or program that requires them to take the courses, NYCU students from outside the College, and students from outside NYCU.
7. **Credit Transfer/Waiver and Recognition of Basic Management Courses:** To take a course that is not offered by the College, one must obtain the signature of the convenor of each undergraduate basic management course or the department head of the College within the time limit set by the University. To ensure that the credits earned will be recognized for graduation, it is advisable to apply for the course prior to taking it in accordance with the above procedures. More stringent rules set out by the departments shall prevail.
8. **Teaching Assistants:** The selection of teaching assistants and the reimbursement of related expenses are handled by the respective course planning and implementation units.
9. **Common Examinations:** The convenor shall coordinate with the teachers of each class to set the questions for the common examination, which will account for 30% of the total semester grade.

Article 4 The selection of instructors and course convenors for the undergraduate basic management courses of the College:

1. **Instructors:** The number of classes and the instructors for each of the basic management programs are arranged by the respective course planning and

implementation units, and may be assisted by faculty members from other departments in the same area of expertise in the event of a shortage of teachers, as well as by other departments that have included it in its required curriculum. The respective course planning and implementation units shall compile the number of classes to be offered and the list of instructors and submit the same to the College for review by the College Curriculum Committee.

2. **Pre-scheduling Policy:** Teachers of basic management courses will be pre-scheduled for the coming year and adjusted annually by the College Curriculum Committee according to the actual situation.
3. **Selection Criteria:** Each instructor shall teach no more than one College basic management course per semester. This restriction does not apply if there are not enough teachers in the College who are willing to take up the basic management curriculum of the College.
4. **Selection Priority:** Priority in the selection of instructors is based on the principle of rotation, and those who have taught one of the basic management courses in the College for a smaller number of hours are given priority. However, the respective course planning and implementation units may adjust their priorities in the following cases.
 - 1) Those whose teaching expertise does not clearly match.
 - 2) Those who have scored an average of below 3.0 in the past three years in their teaching of undergraduate programs.
 - 3) Those who have failed to comply with these enforcement rules.

In the event that several candidates have taught the same number of hours for a course in the past, the respective course planning and implementation units shall determine the order of preference.
5. **Change of Teachers:** If a teacher is unable to teach due to sabbatical leave, retirement or other factors after a roster of instructors has been prepared, a replacement will be selected directly by the respective curriculum planning and implementation units in consultation with the course convenor and submitted to the College's Curriculum Committee for review. A teacher serving as a substitute is considered to have taught a basic management program at the College once.
6. **Departmental Recognition:** If a faculty member of the College offers a basic management course in the College, the teaching hours must be counted by the respective departments, i.e. offering a basic management course in the College is considered to be a program taught in the respective departments.
7. **Teaching Hours:** The number of teaching hours by instructors is governed by the "Teaching Hours Accounting Principal of National Chiao Tung University." Summer teaching hours are subject to the "National Yang Ming Chiao Tung University Summer

Classes Regulations."

8. **New Teachers:** When a new teacher is recruited to the College, he/she will be automatically included in the list of instructors to be selected to teach the College's basic management curriculum if he/she has passed an evaluation by the College's Faculty Evaluation Committee with qualifications for one of the College's basic management programs, in order to protect the teaching rights of the newly recruited instructors.
9. **Convenor:** A course convenor shall be appointed among the faculty members for each of the College's basic management courses by the respective course planning and implementation units. The course convenor shall bring the instructors together before the commencement of each academic year to hold a course planning meeting to discuss and design the basic common course guidelines for each semester and the items set out in the above clauses. The convenor shall call a coordination meeting at least once prior to the commencement of the semester and present the conclusions of the meeting to the respective course planning and implementation units and the Dean of the College for review.

Article 5 The respective course planning and implementation units are responsible for coordinating and planning the time slots, equipment, and classrooms for the College's undergraduate basic management courses with the other departments that have included them in their compulsory courses, and the teaching assistants, teaching materials and other teaching-related expenses are planned and handled by the respective course planning and implementation units.

Article 6 **Discipline:** Instructors are required to attend the curriculum planning meetings and abide by the resolutions of the meetings. Should an instructor fail to carry out the teaching content, progress and related matters in accordance with the regulations, each course convenor should take the initiative to report to the College's Curriculum Committee as a reference for the College's Curriculum Committee to review the course instructors in the following academic year.

Article 7 **Teaching Evaluation:** The teaching evaluation data of the basic management curriculum instructors will be presented to the College's Curriculum Committee for reference in making relevant decisions.

Article 8 These rules shall come into force after examination by the College Curriculum Committee and approval at the college affairs meeting, and the same applies to any subsequent amendments hereto.