

TKU Regulations Governing Lecture Courses

Secretariat Regulation No. 0990000063 (11/23/2010)

Article 1

These regulations were formulated to assist in the implementation of TKU's policy of instructional diversity.

Article 2

The term "Lecture Courses" refers to courses that reflect the special characteristics of a specific academic division (department, college etc.), and become an integral part of the curriculum for students of the division. However, due to the vast spectrum of topics and disciplines covered in these courses, making it unfeasible for just one teacher alone to provide instruction, other scholars and experts from both within and outside TKU are invited to provide short-term special lecture courses.

The keynote speaker in a lecture course may provide a maximum of three lectures in the one lecture course in any given semester.

Article 3

When instituting a new course, the first step to be taken is to specify the course name and compile a course plan (the Course Plan Form is outlined separately). After being passed at both department and college-level meetings, an application must be made before the course commences. After gaining approval to initiate the course, the course syllabus must be uploaded prior to the initial round of student-based course selection.

Article 4

Each lecture course is worth two credits. These credits should be counted as credits issued by the student's own department of study.

Article 5

For each lecture course, there must be one "Host Teacher", a role that must be filled by a full-time TKU teacher, and that involves arranging classes, correcting assignments, and evaluating all matters related to the course. The host teacher must also personally provide instruction for at least two weeks of the course duration. The rest of the time, he / she may accompany the keynote speaker to each class. The host teacher's teaching hours for the lecture course will be added to their regular teaching hours. However, even if the number of enrolled students exceeds the maximum

limitation for lecture courses, the host teacher's teaching hours will not be counted as teaching hours for regular, large-sized classes.

Article 6

As a principle, each academic credit should equate to 18 hours of instruction.

Article 7

The setting up of lecture courses is restricted. Each second-tier academic division (departments) may institute a maximum of two lecture courses or four credits. First-tier academic divisions (colleges) are not bound by this restriction, but must have each such course approved as a special, individual case.

Article 8

Within two months of the conclusion of a lecture course, the host teacher must submit a performance report to assist in the assessment of whether or not to continue offering the course.

Article 9

The keynote speaker of a lecture course must be hired by the corresponding first-tier academic division (college), which must submit a Letter of Employment stating the course name, course subtopics, and the time and venue of classes. If the role of keynote speaker is filled by a full-time TKU faculty member, a Letter of Employment will not be required. Keynote speakers' hourly wages will be rendered in accordance with the TKU Standards Table for Various Kinds of Payments.

Article 10

Before initiating a lecture course, a course budget must first be formulated. After the budget is approved, the course must be implemented in accordance with the budget.

Article 11

After gaining special approval to organize funds and institute a lecture course, the course must be administered in accordance with these regulations.

Article 12

This set of regulations will take effect on the date of its publication after being passed in an administrative affairs meeting and approved by the TKU President. The same applies to any later amendments made.