

# Fooyin University Guidelines for Implementing and Students Taking Interdisciplinary Programs

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1. To offer students the interdisciplinary learning opportunity and thus enhance their competence in their life and career, Fooyin University (hereinafter referred to as “FYU”) hereby sets down principles concerning interdisciplinary programs (hereinafter referred to as the “Programs”) according to Article 8 of the Enforcement Rules of the University Act, including course design and make-up of the interdisciplinary programs (hereinafter referred to as the “Programs”). The Fooyin University Guidelines for Implementing and Students Taking Interdisciplinary Programs (hereinafter referred to as the “Guidelines”) are therefore formulated by the FYU.
2. The interdisciplinary programs of the FYU are divided into two categories:
  - (1) General interdisciplinary programs: They aim at assisting students in studying systematically different fields of knowledge and developing system integration ability. The deans of colleges and the director of the Center for General Education are responsible for planning the programs comprehensively and designate suitable full-time teachers as the program directors. The departments to which the program directors belong shall be the offering units of the programs. The program courses shall be combined with existing professional courses or common core courses that are cross-college and cross-department (program), organized systematically and clearly into defined modules.
  - (2) Special interdisciplinary programs: Centered on special courses, they guide students through new fields finding their specialty. The Office of Academic Affairs is responsible for promoting the programs, selecting suitable full-time teachers as the program directors. The departments to which the program directors belong shall be the offering units of the programs. The program courses should focus on one to two special courses and be combined with existing professional courses or common core courses that are cross-college and cross-department (program), organized systematically and clearly into defined modules. Special courses should exhibit unique and creative nature and not belong to professional courses or common core courses run by any department (or program). Furthermore, they shall be verified and approved by the Office of Academic Affairs.
3. Program offering, alteration, and cancellation are stipulated as follows:
  - (1) The program director shall draw up a program proposal and after the deliberations of and approval by the University Curriculum Committee, the College Curriculum Committee, and the Department Curriculum Committee, to which the program director belongs, the program may be offered. Amendments shall follow the same procedure.
  - (2) When a program is cancelled for a reason, the program director shall submit a cancellation specification one academic year in advance. The cancellation will be implemented after being approved by the University Curriculum Committee, the College Curriculum Committee, and the Department Curriculum Committee, to which the program director belongs. After cancellation, students will be assisted in completing the program or being transferred to other programs.

- (3) If the number of applicants each year for a program is fewer than 25, and the number of the program certificates awarded each year is fewer than 50% of applicants for three (3) years after it is offered, or the number of students granted a license is fewer than 50% of the target number set by the program, a motion shall be proposed by the Office of Academic Affairs to the University Curriculum Committee for discussion of whether the program should be cancelled or continued.
4. Duties of the program director are as follows:
  - (1) Draw up a program proposal and program cancellation specification.
  - (2) Coordinate, promote, and review the program operations, and revise the courses in a timely manner.
  - (3) Recruit students and promote the program, evaluate one's own work and complete the achievement report.
  - (4) Assist and guide students through course selection and course study.
  - (5) Review the application and graduation list.
  - (6) Directors of the special interdisciplinary programs shall arrange team teaching with industry experts according to special courses' requirements.
5. The Programs' administrative operations shall be undertaken by the program-offering units.
6. The Programs' course planning is subject to the following regulations:
  - (1) Generally, each program's credits are between 12 and 20 (those who request more credits because of national license tests or other special needs shall be handled separately).
  - (2) Course planning should at least possess one of the following characteristics: license-oriented, practical operations for employment or business start-up, cultivation of special techniques or problem-solving-oriented courses (1#-).
  - (3) Course make-up should include professional courses from two or more departments.
  - (4) A grant may be applied for to subsidize team teaching with industry experts in special courses of the special interdisciplinary programs. The application method and documents required are specified separately by the Office of Academic Affairs.
  - (5) The purpose of the special interdisciplinary programs employing industry experts for team teaching of special courses is to reinforce practical competence and establish students' career channels. Therefore, industry experts should have rich practical experience and meet at least one (1) of the following requirements:
    - a. High-level executives in enterprises
    - b. Senior technicians in enterprises
    - c. Those awarded medals in professional contests or honor certificates at a national level or above.
    - d. Other distinguished persons with special ability.

The review process of employing industry experts shall be subject to FYU's Guidelines for Selecting and Employing Industry Experts for Team Teaching.
7. To provide students with more flexible study options, the special interdisciplinary programs may offer special courses in the form of intensive courses, workshops, or mini-courses during winter and summer vacations, on weekends, or in the evenings.
8. In the special courses of the special interdisciplinary programs, if extra cost is demanded because of materials or license tests, it shall be stated on the program proposals, admission brochures, or the program websites.
9. The Office of Academic Affairs shall coordinate the annual program reviews. The program directors shall submit their achievement reports, the contents of which include:
  - (1) The program proposal
  - (2) Admission and graduation: the number of applicants, numbers of cross-college and cross-department students, and numbers of graduates.
  - (3) Practicability of licenses, compliance with the national policies, the situation of international accreditation, types of licenses obtained, quantity of licenses, and pass rates.
  - (4) The results of students' self-evaluation of learning, the results of teaching assessment of courses, and opinions of external course reviewers.
  - (5) Continuous improvement measures and program delivery status.

10. Students from different programs and years of study in the FYU may enroll in the interdisciplinary programs in accordance with regulations. The relevant processes and regulations shall be subject to the Office of Academic Affairs' Operational Regulations Governing Students Taking Interdisciplinary Programs.
11. Students studying an interdisciplinary program shall complete all courses and credits required by the approved program. For the course credits of an interdisciplinary program, at least four (4) credits do not come from courses of their major, double major, and minor.
12. Students who have enrolled in the interdisciplinary programs in accordance with regulations, conformed to the programs' relevant regulations, and completed all courses and credits required by the programs shall be awarded the program certificates after verification and approval by the program director and the Office of Academic Affairs.
13. Students shall not postpone graduation for the reason of studying the interdisciplinary programs. For those who have not completed the programs, the course completion certificates will be granted to them, but not the certificates relating to the study of the programs.
14. Students can be enrolled in more than one program. If they intend to forego certain programs in the process, they shall complete the forgoing procedures. If the withdrawn program courses are identical to other program courses that the students are studying, the credits of the withdrawn courses will be deducted right away. If the program courses are different from each other, the program directors shall decide how the credits may be counted, and credit transfer may be processed only with the program director's approval.
15. If the number of students is not enough to run a course, the course may be integrated into other courses or the frequency of meeting may be adjusted.
16. Responsible units shall be established under the Office of Academic Affairs. Their tasks involve:
  - (1) Overseeing the program development work.
  - (2) Organizing and planning the program promotion, including program orientation sessions, fairs, and achievement presentations.
  - (3) Building an admission and promotion website which helps recruiting students, such as program information, enrollment information, application procedure, regulations, and a communication platform, etc.
  - (4) Establishing a program enquiry section and guidance hotline that provides FYU's program information and guides students through program selection.
  - (5) Conducting the annual program review.
  - (6) Granting the subsidy for team teaching with industry experts in the special interdisciplinary programs
  - (7) Selecting outstanding program directors, giving due commendation, and reducing one hour of teaching per week for them. The selection criteria are formulated separately by the Office of Academic Affairs.
17. Uncovered matters in the Guidelines are subject to relevant regulations of the Ministry of Education and of the FYU.
18. The Guidelines shall be issued and implemented upon verification by the President after being approved by the Academic Affairs Meeting. Amendments shall follow the same procedure.