

Taipei Medical University

Teaching Notice for Fall Semester, 2026

Dear Teachers,

To assist TMU faculty members in course arrangement for the Fall semester, 2026, Curriculum Section has compiled some teaching policies, schedule and regulations for the upcoming new semester. Please make sure to follow the principles below for course arrangement and syllabus entries.

1. “16+2 week” semester policy

Since Fall semester, 2023 academic year, the 18-week semester has been adjusted to 16-week semester with 2 flexible weeks.

- (1) All course content shall be fully delivered within 16 weeks, and the 16th week is the final exam week regulated by TMU.
- (2) During flexible weeks (week 17 & 18), course content shall be delivered through digital learning, seminar or self-directed learning, and shall not be graded for part of final exams.
 - A. For required courses for national examination, course content can be supplemented during these two weeks. However, the course content shall be delivered through distance learning.
 - B. During the flexible weeks, the original assigned classroom can no longer be used. If any classroom or space is needed, please apply through Space Borrowing System.
- (3) Faculty members shall list the arrangement for flexible weeks in the syllabus.

2. Notice for syllabus entry and amendments.

- (1) For student’s reference for course content during pre-selection period, **please complete syllabus entry before 5 P.M., June 12th (Fri.)**. The completion status will be announced at the Academic Affairs Meeting.
- (2) [Path: TMU Homepage→Faculty & Staff→Academic & Student Affairs Information System→Academic _Curriculum_ Teaching Schedule_Maintenance for Teaching Schedule \(2026 spring\)](#)
- (3) In principle, after the course schedule is announced, no changes for course time can be made.
 - A. If it is necessary to reschedule class time, please contact the staff of the course-offering unit to apply for a rescheduling in the Academic Affairs Information System and submit a signed Form of Student Consent to the Curriculum Section before the change can be made.
 - B. Any changes after the sixth week of the semester must be submitted with a paper application form.

- C. Faculty members must not change course time or combine two classes randomly. If there is off-campus visit scheduled, the course-offering unit shall have students insurance completed in advance.
- D. Odd and even weeks are scheduled according to the university calendar. E.g. the first week, which is the odd week, is from Sep. 7th to Sep. 11th.
- (4) Office of Information Technology will have all courses set on I'm@TMU. If there is any issues regarding I'm@TMU, please consult the Office of Information Technology.
- (5) Finalized student list: please download the finalized student list after the confirmation of online course selection and course selection correction (after 10/2).

Path: [TMU Homepage](#)→[Faculty & Staff](#)→[Academic & Student Affairs Information System](#)→[Academic_Course Selection_Inquiry](#) about [Course Selection_Student List Inquiry](#)

3. Syllabus and teaching schedule:

- (1) Teacher Arrangement: required lecture courses for undergraduates shall be taught by full-time faculty members.
 - An off-campus expert or scholar shall teach less than 2 credits per semester and shall not independently teach an entire course.
- (2) “Teaching method” will be decided by the system through data faculty members provide each week. (Lecture, Interactive lecture, Discussion, Hands-on learning, flipped classroom, Self-directed learning, Diverse)
 - Teaching mode for each week

Item	Definition
Lecture	Teacher gives lecture or demonstration for more than 30 minutes in a session.
Interactive lecture	Teacher is the main instructor with at least 20 minutes of interaction between teachers and students
Discussion	Students present or discuss a certain topic for more than 30 minutes in a session. (For seminar, teachers should fully participate to get teaching credits)
Hands-on learning	Clerkship/Internship/Experiment/Hands-on practice/Game/Role play/Workshop for more than 30 minutes in a session.
Flipped classroom	Student study course content before the class, and have interaction and discussion with teachers during the class. Flipped classroom is a teaching method to equip students with advanced and comprehensive ability of application, analysis, and assessment of knowledge.
Visit	On or off-campus

- Teaching method decided by the system :

Item	Definition
Lecture	More than half of the classes are “lecture”.
Interactive lecture	More than half of the classes are “Interactive lecture”.
Discussion	Seminar, or more than half of the classes are “Discussion”.
Hands-on Course	Individual studies, Bachelor’s thesis, Professional service, Service learning, or more than half of the classes are “Hands-on learning”.
Flipped Classroom	More than half of the classes are “Flipped classroom”.
Self-learning Course	Digital learning or online self-learning course
Diverse Learning	Courses not listed above.
* For courses that include two teaching modes accounting for half of the whole course separately, the teaching mode listed latter in this table will be the teaching method.	

(3) EMI courses & All-English teaching materials:

A. EMI courses:

- i. Definition: Professional (non-language) courses which are delivered in full English and officially approved by Curriculum Committees (program, college, and university-level) and Academic Affairs Meeting. The delivery of course content, interaction between faculty members and students, materials used for learning or academic purposes, as well as demonstration and evaluation of learning outcome, are conducted in full English.
- ii. Information to fill in:
 - a. By default, the system sets any course with an “E” in its course code as an EMI course (*e.g.*, the course code for Medical Statistics is 3425E025).
 - b. Please set the primary language as English and the secondary language as none.

B. All-English teaching materials: If the designated textbooks and PowerPoint slides of a course are all in English, please select “All English”.

(4) **Learner-centered courses** (including Problem-Based Learning, Project-Based Learning, Team-Based Learning, and Case-Based Learning): **course instructors are required to submit a group list (5 to 15 people in a group by principle) to the Curriculum Section within one month after the semester starts.**

4. Promotion of teaching regulations and policies:

- (1) TMU encourages faculty members to use generative AI, such as ChatGPT, to enhance teaching quality and develop innovative teaching methods. Curriculum Section provides faculty members with guidance for reference.
 - [Path: Homepage of TMU → Administration → Office of Academic Affairs → Curriculum Section_Latest News \(Title: Course Guidance for Generative AI”\(The 1st version\)](#)
 - Teaching Resource Center provides guidelines about PsBL course with G-AI involved.

If you have any questions, please contact Ms. Chang of Teaching Resource Center
(Email: jiamei@tmu.edu.tw; Ext. 2153)

- (2) To abide by the policy of the Environment Safety Section, and to enhance students' knowledge of laboratory safety in undergraduate laboratory courses, starting from the spring semester of 2026, statement related to "laboratory safety and health guidelines (including green laboratory promotion)" must be included in the first week of course syllabus and be conducted accordingly.
- (3) When filling in the syllabus, please incorporate and explain how the Sustainable Development Goals (SDG) are integrated with the course's professional content and distinctive features.
- (4) From the Fall semester, 2026 onward, in accordance with regulations of the Ministry of Education, teachers offering distance digital courses must provide complete subtitles, or offer appropriate supporting materials, to ensure equal access to students with hearing impairments.
- (5) Promotion of Intellectual Property Rights:
 - A. Teachers should list the textbooks and references needed for the course in the syllabus, to help students get second-hand textbooks or other materials in advance.
 - B. Please announce regulations regarding "Respecting Intellectual Property Rights" and "Not Using Illegal Printed Textbooks" at the start of the semester, to enhance students willingness of using and buying legal textbooks.
 - C. For detailed information, please refer to the web page of the Office of Information Technology, "Information Safety and Intellectual Property Right Promotion", which includes knowledge of what teachers need to know about preparing course materials and other information students need to know.

5. Assessment and final examination arrangement:

- (1) The actual evaluation method and scoring shall be consistent with the regulations listed in the syllabus. If any changes are made, please update the syllabus and notify students.
 - In order to timely provide students with early-alert learning guidance in the mid-term, please enter midterm grades for required subjects (excluding internship, integrated learning, laboratory, and 0-credit courses) according to the University's academic calendar.
- (2) Final examination arrangement
 - **The response system will be available from 9 am on October 20 (Tue.) and close at 5 pm on November 9 (Mon.).**
URL: <https://newacademic.tmu.edu.tw/> (Shall be replied by main course instructors)
 - The application is for bachelor's required courses only. If the final exam is to be scheduled by the University, please do not make any changes after the schedule is announced. If the exam is not to be scheduled by the University, please select "Non-standard exam schedule".
 - For exam scheduling, classes will not be offered during the final exam week (12/21 to

12/24). During that week, classrooms with a 2 and a 9 as its first number (except 9705) will be used as exam classrooms and will not be available for any other uses.

- Starting from the academic year of 2021, make-up exams shall be arranged by the main course instructors.

(3) Final examination arrangement

- Please apply for a printout via the Academic & Student Affairs Information System.
- Working days:
Interim exam / midterm exam: at least 3 working days
Final exam: at least 5 working days
- Path: [TMU Homepage](#)→[Faculty & Staff](#)→[Academic & Student Affairs Information System](#)→[Academic _Printing & Exam Arrange_Test Sheet Submitted to be Printed](#)

6. Relevant regulations and forms: Please refer to the webpage of the Curriculum Section of the Office of Academic Affairs for relevant documents and regulations, including examination papers, the Guidelines on Course Offering, and the Regulations Governing Teaching Hours Calculation.

Path: [TMU Homepage](#)→[Administration _Office of Academic Affairs](#)→ [Curriculum Section_Rules/Download](#)

7. Course Selection Timetable:

Item		Time	Notes for Teachers/Departments
Pre-selection	Current students	6/16~6/25	Please complete syllabi and teaching schedules ASAP.
	New students	8/25~8/27	
	transfer/returning students		
Set priority weight for courses		9/1~9/3	Courses are assigned based on students' priority weight.
First day of school		9/7	Teachers introduce the course and officially begin teaching . Please help educate students about intellectual property rights and inform them unauthorized photocopying is not allowed.
Add/drop courses		9/7~9/16	List of courses not offered will be announced in the afternoon of Sep. 23 (Wed.).
Confirmation and correction of online course selection		9/24~10/1	Administrative advisors and directors of

Item	Time	Notes for Teachers/Departments
		departments/institutes and each section of the Center for General Education will help students confirm their course selections and provide guidance needed.
Course Withdrawal	10/5~11/27	Please follow the Regulations Governing Student Course Withdrawal.

8. Curriculum Section Staff:

Contact person	Extension/E-mail	College
Xinyi campus Tel : 02-27361661		
Shen, Rue-Chien	2121/ ruechien@tmu.edu.tw	College of Medicine College of Oral Medicine
Liu, Jr-Ning	2122/ ning0426@tmu.edu.tw	Core Courses for Postgraduate (Required) College of Nutrition Center for General Education
Chiu, Li-Lin	2124/ lily0729@tmu.edu.tw	College of Pharmacy College of Interdisciplinary Studies
Yu, Hsiu-Ju	2127/ amber@tmu.edu.tw	College of Medical Science & Technology College of Management
Tai, Yu-Hsuan	2128/ deliatai@tmu.edu.tw	College of Nursing College of Humanities and Social Sciences
Liu, Yu-Cheng	22147/ dyccliu@tmu.edu.tw	College of Biomedical Engineering College of Public Health

**Sincerely,
Office of Academic Affairs
2026/05/13**