

# Executive Plan for Physical Education

Revised and passed at the Student Affairs Committee Meeting on May 23, 2002  
Revised and passed at the Student Affairs Committee Meeting on June 5, 2008  
Revised and passed at the Academic Affairs Committee Meeting on April 16, 2009  
Revised and passed at the Academic Affairs Committee Meeting on June 3, 2010

Article 1. Basis: This executive plan has been established in accordance with Procedures for Conducting Physical Education promulgated by the Ministry of Education and actual situations.

Article 2. Purpose:

1. To develop basic movement abilities, teach sport skills, and cultivate necessary skills for participating in Physical Education activities.
2. To promote Physical Education knowledge, establish correct Physical Education concepts, and cultivate positive attitudes about participating in sport events.
3. To arouse interest in sports, allow students to experience the fun and benefit of sports, and establish regular exercise habits.
4. To promote physical fitness, improve stamina, and develop a balance between the body and mind.
5. To cultivate sports ethics, promote harmony in interpersonal relations, and encourage appropriate social behavior.

Article 3. Physical Education times:

1. Regular classes: Two hours per week are required in first through third years. Courses are offered based on interest in the second and third years, and students may select courses as electives based on their interest in the fourth year.
2. Special Physical Education classes:
  - A. Students who cannot exercise due to illness or disabilities may apply to take special education courses with relevant certificate issued by a teaching hospital, a public hospital or a group medical center, and should return to regular classes after recovery.
  - B. Grading:
    - a. Knowledge, 30%: written tests, oral tests, and reports.
    - b. Skills, 40%: sports skills, class performance, and assessment of progress.
    - c. Attitude, 30%: assessment of attitude and sporting spirit.
3. Extracurricular activities: Take advantage of sports competitions and the training of university sport teams to practice even more.

Article 4. Procedures for holding regular classes:

1. Course materials and venue allocation are based on the Ming Chuan University Physical Education Syllabus.
2. Students are required to line up at the designated place when the bell rings at the beginning of the period. The Sports Coordinator will ensure the line is orderly and report attendance to the instructor.
3. The Sports Coordinator must use his or her student ID to borrow the required equipment from the Physical Education Equipment Room after consulting with the instructor or based on the course schedule. Equipment must be returned after use.

4. Classes may be held indoors or in the gymnasium if it is raining.
5. Students must apply for leaves in accordance with Regulations for Requesting Leave for Students if they cannot attend classes. Those who fail to comply with the rules will be deemed as absent.
6. Students should place importance on safety and not make excessive noise.
7. Sports attire and footwear are required.
8. Female students who take menstruation leave are required to attend the class and wear sports attire for observation or do exercise of lower intensity.
9. After classes, the Sports Coordinator should go to the Physical Education Office, make an entry in the log, have the responsible instructor sign it and return to its place.

Article 5. Grading:

1. The assessment and grading of physical education courses are based on the following items:
  - A. Skill: 60%.  
Assessment method and skill scores are established in accordance with the Ming Chuan University Physical Education Syllabus and score table. Scores are averaged for two test events. All scores for events are calculated on a 100-point basis, then averaged for the score of this item.
  - B. General assessment: 30%.
    - a. Attendance: Scores are based on everyday attendance, the number of classes missed, and attitude. Each item is calculated on 100-point basis and the grades are averaged. Then the score is calculated based on the relative weight assigned.
    - b. Effort: Scores are assigned by the instructor for regular classes, activities, and competitions, taking into account attitude, behavior, spirit, and discipline. The grade will be calculated by adding or deducting points, taking into account the relative weight assigned to each event. Then the score is calculated based on a percentage.
  - C. Knowledge: 10%.  
Will be tested on sports rules as assigned by the instructor.
2. Final grades are based on the three items listed above in b; students who receive 60 or above will pass, and those who receive below 60 will be required to retake the course.

Article 6. Guidelines for waiving, retaking, and making up Ming Chuan University Physical Education credits:

1. Students who have not earned all the required Physical Education credits, have failed Physical Education courses, or have not met the standard for sports ability indicator are required to comply with the following guidelines:
  - A. Physical Education credits are required for first, second, and third years. Students can take the credits in the second semester if they do not take the course or fail in the first semester of the academic year; these courses are not restricted by prerequisite requirements.
  - B. 1<sup>st</sup> -, 2<sup>nd</sup> - and 3<sup>rd</sup> -year students who fail a Physical Education course are required to retake the course.
  - C. Students covered under the previous paragraph who need to retake or take Physical Education courses may only take up to 4 hours each semester.

- D. In accordance with the project of promoting students' abilities, and encouraging students to emphasize personal basic skills, sports ability is included in the graduation standard. Enforcement rules will be dealt with separately.
2. Regulations for waiving credits:
- A. Transfer students are required to apply for Physical Education course waivers in their departments within the designated timeline.
  - B. Students who have graduated from or studied at other institutions of higher education may waive the credits they already have, but may not take the other requirements in advance.
  - C. Students who have transferred from junior colleges can waive credits, but not for the year into which they have transferred. Students from National Open University or its affiliated colleges may not waive Physical Education credits.
  - D. Students who transfer to a lower year-level or resume their studies, Overseas Youth Vocational Training Program and Cross-Disciplinary Program students can waive the credits they already have, but cannot take the other requirements in advance.
  - E. To promote the physical fitness project announced by Ministry of Education, which encourages students to have regular exercise habits and be aware of their own physical fitness. Physical fitness abilities will be included as part of the criteria for third-year students needing to enroll in physical education. Qualified students may waive the course. Enforcement rules will be dealt with separately.

#### Article 7. Physical Education activities

- 1. University teams: Selecting, training and participating in sports competitions, etc.:
  - A. Training is held at least four times per week. Provisional training is required before formal competition.
  - B. The tentative teams are:
    - (a) Track and field team
    - (b) Basketball team
    - (c) Volleyball team
    - (d) Table tennis team
    - (e) Swimming team
    - (f) Handball team
    - (g) Softball team
    - (h) Dance team
    - (i) Gymnastic team
    - (j) Soccer team
    - (k) Woodball team
    - (l) Fencing team
    - (m) Billiards team
    - (n) Taekwondo team
    - (o) Karate team
    - (p) Golf team
    - (q) Petanque team
    - (r) Badminton team
    - (s) Judo team
    - (t) Korfball team

#### 2. Competitions

A. Competitions on campus:

- (a) University-wide sports events held each year
- (b) Freshmen and university-wide inter-department competitions
- (c) Memorial sport events
- (d) Others

B. Competitions off campus:

- (a) National or municipal college sport events
- (b) The national games
- (c) Invitational events
- (d) Off-campus friendly matches
- (e) As representatives on national teams or invited to participate in international events or invitational games
- (f) Others

Article 8. Supplementary Provisions:

1. The graduating class students who have won first place in off-campus competitions and have a passing average score in both academic and conduct grades will be recommended for recognition at the Graduation Ceremony.
2. Excellent performances at formal international competitions which bring honor to our university will be rewarded with merits, or prizes or scholarships in accordance with Article 3 of Ming Chuan University Merit and Demerit Procedures.
3. Upon being passed at the Academic Affairs Committee Meeting and approved by the president, this executive plan was announced and implemented. Any revision must follow the same procedures.