

National Chengchi University Guidelines for Summer Classes

Approved for future reference by the Ministry of Education in letter Tai (82) Kao Tze No. 022622 on Apr 28,2001 Approved by the Academic Affairs Meeting on June 11 2003

Article1. These guidelines are established to enhance the learning needs of students and to utilize the summer term for studying courses.

Article2. The University may offer summer classes depending on actual needs. A maximum of two six-week sessions may be offered during the summer term. For each credit, students should complete a total of 18 class hours. Students participating in summer classes may not apply for earlier commencement of classes due to military service, admission to the graduate school or other reasons. Students may not reduce the number of class weeks by intensive studying.

Article3. Students of the University shall study the subjects planned for the summer term at the University; the University shall not accept students from other schools to study at the University during the summer term. However, special cases approved separately shall be excluded.

Article 4. The following students may not apply for summer classes:

- 1 . Those absent from and failing to retake any final examination of subjects studied.
- 2 . Those whose total number of credits from failed examinations requires them to withdraw.
- 3 . Those on leave of absence.
- 4 . Those stipulated by each department or college separately.

Article5. Each class may commence with a minimum of 20 students. However, if students are willing to pay for the full credit fee for 20 students, the class may still commence even if the number of students is less than the required minimum. Classes that commence due to the needs of overseas Chinese students may qualify for subsidies for the faculty hourly wage from the Ministry of Education according to the regulations. Classes shall be conducted in accordance with the “Regulations Governing the Holiday Supplementary Classes for Overseas Chinese Students for Schools above the Level of Junior College”.

Article6. The University’s students may take a maximum number of 9 credits during the summer term.

Article7. The Office of Academic Affairs shall conduct matters related to summer classes according to the stipulated calendar dates. Students shall register and enroll personally according to the stipulated calendar dates. Classes may not commence if the minimum number of students is not met or the instructor is not available.

Article8. Students shall pay the credit fee for summer classes according to the regulations. A practicum fee must be paid for subjects that require practical training. With the exception of subjects that are cancelled due to the fact that the number of registered students does not comply with the regulations, students who have registered and paid requisite fees shall not be eligible to request a refund.

Article9. The related department or college shall be commissioned to appoint instructors for subjects approved for summer classes. Each department or college may decide if it will offer professional subjects or appoint an instructor with regard to actual conditions.

Article10. The results of students of summer classes shall be handled as follows:

- 1 ."Pass" or "fail" results shall be registered on the student transcript.
- 2 . Credits taken during a summer term shall not be combined with or added to those taken during the regular semester. Results of different subjects shall not be combined or averaged with the results of the regular semester. However, credits and results taken during a summer term shall be combined and calculated into the graduation results.

Article11. The hourly wage of summer classes shall be paid for according to the hourly wage standards for evening classes stipulated in the "Hourly Wage Standards for Part-time Faculty of Public Junior Colleges and Universities".

Article12. Other matters not stipulated in these guidelines shall be conducted in accordance with relevant regulations of the University.

Article13. These guidelines and any amendments shall be approved by the Academic Affairs Meeting and shall become effective after promulgation by the President.