

# 國立中央大學暑期開班授課實施細則

## National Central University Implementation Guidelines for Summer Sessions

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- Article 1 National Central University (hereafter referred to as NCU) establishes these guidelines to increase flexibility in course selection. Regular semester courses or special subjects with limited instructor availability may be offered.
- Article 2 The summer session is conducted in two terms each year, with each term spanning five weeks. Students may take up to nine credits. Course announcements, course selection, withdrawal applications, and fee payments follow the schedule announced by the Office of Academic Affairs.
- Article 3 Teaching hours per credit shall follow the requirements stipulated in the Enforcement Rules of the University Act.
- Article 4 A course may be offered if five or more students are enrolled and if the students or relevant units are willing to cover the credit fees for twenty students. In special cases, courses may be approved by the vice president for academic affairs, provided all procedures are completed before the summer session announcement. Undergraduates approved for flexible study arrangements due to military service (known as “enrolled servicemen”) may request summer courses even if enrollment does not meet the minimum requirement, with tuition based on the original credit amount.
- Article 5 Course-offering units must confirm faculty appointments before submitting a course proposal. Courses should have a minimum of twenty students per class, with each course limited to one class as a general rule.
- Each class receives a subsidy of NT\$20,000 for teaching or classroom maintenance costs.
- Article 6 Students who have suspended their studies voluntarily, met graduation requirements, become subject to dismissal, or are otherwise ineligible for course enrollment may not enroll in

summer courses. Fees paid by ineligible students will be fully refunded, and their enrollment records will be voided.

Article 7 Students must pay credit fees as per regulations. Once a course is officially announced and offered, no refunds will be given unless approved through a special authorization procedure for exceptional reasons. If a course is canceled, students must apply for refunds within the specified period.

After payment, students may apply for withdrawal from one course by the deadline. All other withdrawal policies follow NCU Regulations on Student Course Selection Procedures.

Article 8 Summer session courses are primarily for NCU students. Students from other institutions may apply with consent from their home institution. NCU students applying for summer sessions at other institutions must follow NCU Implementation Guidelines on Inter-University Course Selection.

Article 9 Non-students enrolling for summer session credits must follow NCU's guidelines for admitting non-students for credit courses.

Article 10 Instructor hourly fees for summer courses are based on the "Public University and College Part-time Instructor Hourly Wage Standards" issued by the Executive Yuan, with exceptions only by approval through a special authorization procedure.

Article 11 The grading policies for summer courses are as follows:

1. Pass or fail must be recorded in the academic transcript.
2. Grades for summer courses and preparatory summer courses are calculated according to Article 3 of NCU Guidelines for Processing Students' Grades.

Article 12 Refunds after fee payment are processed as follows:

1. A full refund if requested before or on the start date.
2. A two-thirds refund if requested after the start date but within one-third of the total course duration.
3. A one-third refund if requested after one-third but within two-thirds of the course duration.
4. No refund if requested after two-thirds of the course duration.

Article 13 Matters not specified in these guidelines shall follow NCU Study Regulations and related regulations.

Article 14 These guidelines take effect upon approval by the Academic Affairs Committee. Future amendments shall follow the same procedure.