

Guidelines for Administering Professional Development Programs for Working Professionals Studying at National Central University

Approved by a meeting of the Academic Affairs Committee on June 22, 1999
Amended and approved by a meeting of the Academic Affairs Committee on March 30, 2000
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Amended and approved by a meeting of the Academic Affairs Committee on June 20, 2003
Amended and approved by a meeting of the Academic Affairs Committee on October 7, 2003

1. Pursuant to the Ministry of Education's policy to promote continuing education, in the interest of establishing a more diverse and flexible education system, of strengthening on-the-job training, of furthering the ideal of lifelong learning, and of providing working professionals with opportunities to pursue advanced studies at the graduate level, these general guidelines are prescribed to deal with matters relating to the administering of professional development programs for students who have been accepted into the University via the graduate entrance exam.
2. All matters relating to professional development programs shall be conducted in accordance with these guidelines.
3. All matters relating to the terms of study, enrolment status, and grading of students admitted into professional development programs shall be conducted in accordance with the relevant rules and regulations of the Ministry of Education and the University's *Study Regulations*.
4. Students admitted into professional development programs shall register at the same time as regular students but may not apply to become regular students.
5. In principle, professional development classes shall be held in the evening or on weekends or holidays at the University or one of its branch campuses.
6. The primary goal of the professional development programs shall be instruction and the composition of a thesis. The determination of the terms of study, the minimum and maximum number of credit hours, and other graduation requirements shall be left to the discretion of the relevant departments and institutes provided they remain within the scope and principals of the University's *Study Regulations*.
7. The tuition and credit fees of students studying in professional development programs shall be based on a "semester-based credit system" and tuition and paid in accordance with the standards set forth in the Admission Brochure for the year of enrolment.
8. The administration of exams and thesis defences for professional development program degrees shall comply with the requirements of the University's *Rules Governing the Master's and Doctoral Degree Qualifying Exam and Thesis Defense* and the deadlines set forth in the

University calendar.

9. The instructors in the professional development programs shall be drawn by and large from the faculty pool in the departments and institutes administering the programs, for the University will not provide additional teaching lines to departments or graduate institutes offering professional development programs. Full-time University faculty may not teach more than four hours of professional development per week either on or off campus; nor may these teaching hours be included in the calculation of the instructor's minimum semester teaching load; University faculty who fail to meet the minimum semester teaching load may not teach courses in the professional development programs. The hourly pay for full-time and part-time instructors teaching in the professional development programs shall be the same as that for those teaching extension education classes; moreover, the departments and institutes offering professional development programs are responsible for earmarking whatever funds are necessary to administer such programs.
10. Students in professional development programs may not apply for any of the following forms of support routinely available to regular students:
 - 1) Scholarship, grants, or student aide.
 - 2) Extended stays in student dormitories (but may apply for accommodations at the University's guest house).
11. Credit waivers for students in professional development programs shall be conducted in accordance with the University's *Credit Waiver Guidelines*.
12. Matters not covered by these guidelines shall be conducted in accordance with the University's *Study Regulations* and other relevant rules and regulations.
13. These guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.