

## Rules for the Implementation of Summer Courses at National Central University

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- Article 1 These rules have been formulated by the University in the interest of enhancing the flexibility of course selection. Any course that is routinely offered during the fall and spring semesters, as well as special courses for which it is difficult to find an instructor, may be offered during the summer term.
- Article 2 The summer term shall be divided into two sessions per year, with each session lasting six weeks. Students may not take more than nine credit hours per summer.
- Article 3 The number of hours of class time for each credit hour shall be calculated in accordance with *the Enforcement Rules of the University Act*.
- Article 4 If five students or more have registered for a summer course and either the students or the relevant department or program is willing to pay the course fees for 20 students, this course may be offered; additional courses may be offered under special circumstances provided they have been approved by the Dean of Academic Affairs and the necessary procedural steps have been completed prior to the announcement of summer course offerings.
- Article 5 Any department or program planning on offering summer courses should hire the necessary instructors before announcing the courses. No course can be offered during the summer unless at least 20 students are enrolled; nor may the upward limit for the number of students enrolled be capped at less than 50 students. In principal, no course can be offered twice during any given summer.
- Article 6 Students who have been suspended from school, or who have met the requirements for graduation or the standards for expulsion may not take summer courses.
- Article 7 Students taking summer courses shall pay all required course fees. No registered student who have paid their fees may apply for a refund of course fees once the University has formally announced that the course will be offered. If a course has been cancelled, students who have paid their fees may apply for a refund with the Cashier's Office within the required period.
- Article 8 In principal, the University's summer courses are offered to NCU students; students from other universities may apply to take these courses provided they have the approval of their respective universities; NCU students who apply to take summer courses at other universities shall do so in accordance with the University's *Interuniversity Course Selection Implementation Guidelines*.
- Article 9 Members of the general public who wish to take summer course credits shall do so in accordance with the University's *Procedures Regarding Course Credits for Members of the General Public*.

- Article 10 Except in special cases, the hourly pay for summer course instructors shall be in compliance with the daytime hourly pay scale set forth in the *Table of Hourly Pay for Part-time Faculty at National Universities and Colleges* of the Executive Yuan.
- Article 11 The rules governing performance evaluation of students taking summer courses are as follows:
- (1) Regardless of whether a student has passed or failed, whatever grade a student has received in a summer course shall be recorded in the student's annual transcript.
  - (2) Credits earned from summer courses shall not be included in the calculation of semester credits; nor shall the grades received for these courses be included in the calculation of the semester grade point average. However, both the number of credit hours and the grades earned from summer courses shall be included in the calculation of the cumulative grade point average recorded in the student's final transcript.
- Article 12 Matters not covered by these rules shall be conducted in accordance with the *University's Study Regulations* and other relevant rules and regulations.
- Article 13 These rules shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education. The same procedure applies to any amendment of these rules.