National Central University Regulations on Academic Affairs of In-Service Programs

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Article 1 In response to the Ministry of Education's (MOE) policy on continuing education and establishing a diverse and flexible higher educational system, National Central University (NCU) establishes the in-service programs at the graduate level (hereinafter referred to as the in-service programs) to provide employed people with admission channels for their advanced study and help build a society of lifelong learning. The National Central University Regulations on Academic Affairs of In-Service Programs (hereinafter referred to as the Regulations) are thus stipulated to cope with the academic affairs and student affairs related to students who are admitted to the in-service programs of NCU.

Article 2 The academic and student affairs related to the in-service programs should be subject to the Regulations.

Article 3 The duration of the study, student status, and academic grades of the in-service program students should be subject to the MOE's related regulations and the National Central University Study Regulations.

Article 4 Students admitted to in-service programs may have the same registration schedule as the full-time students do; however, students of the in-service programs are not allowed to switch their student status to regular full-time students.

Article 5 In principle, the class schedule of in-service programs should be arranged at night and on the weekend, and the classrooms should be arranged on the main campus and a branch campus.

Article 6 The primary objective of the in-service programs should lie in the

teaching, learning, and students' theses. The maximum duration of study, minimum and maximum credit requirements, and graduation requirements of an in-service program may be stipulated by the department and institute to which the program affiliates according to the National Central University Study Regulations and other related regulations.

Article 7 The tuition, incidental fees, and credit fees for in-service program students should be charged per the rates of the academic year announced by NCU.

Article 8 The degree examination for in-service program students should be subject to NCU's Degree Examinations for Postgraduate Students and other related regulations, and students should follow the dates and events regulated on the academic calendar.

Article 9 The teaching for the in-service programs should primarily be supported by the faculty members of the Colleges to which the programs affiliate. NCU does not provide an external staff quota of full-time faculty for in-service programs. Full-time faculty members who teach at the in-service programs should abide by the following regulations:

1. The total teaching hours at in-service programs should not exceed the total actual teaching hours of regular daytime courses at departments and institutes in the same academic year. However, if faculty members teach the courses during a sabbatical leave, summer courses, and prerequisite courses for the programs, their teaching hours will not count toward the total teaching hours at in-service programs.
2. A faculty member's weekly teaching hours at in-service programs on and off campus should be no more than six hours per semester and be limited to nine hours per academic year. The teaching hours at in-service programs should not count toward the total teaching hours for regular daytime courses. Faculty members with insufficient basic teaching hours for regular daytime courses are not allowed to open courses and conduct teaching at in-service programs. The hourly pay of in-service program courses for (full-time and adjunct) faculty members should follow the hourly pay standard for extension and continuing education classes, and each

in-service program should make its own budget allocation and deal with the payment procedures.

Article 10 NCU refrains in-service program students from the following matters:

1. applying for scholarships and grants, or applying for on-campus part-time jobs and receiving the wage.
2. applying for long-term housing in dormitories designated for full-time students (guest houses are excluded).

Article 11 Credit waiver applications for in-service program students should be subject to the National Central University Course Credit Waiver Guidelines.

Article 12 Implementation details not specified herein must be subject to NCU's Study Regulations and other related regulations.

Article 13 The Regulations have been approved at the NCU Academic Affairs Meeting prior to their implementation. Any future amendments should follow the same administrative procedures.