

National Chung Hsing University Guidelines for Course Auditing by Members of the Public

Enacted in the 354th Administrative Meeting on Aug. 25th, 2010

- I. Purpose:

To make full use of the University's teaching resources and expand its educational functions, courses offered by departments, graduate institutes, and degree programs at National Chung Hsing University may be open to members of the public for auditing, provided that the quality of instruction and the learning rights of enrolled students are not adversely affected.
- II. Courses offered by departments, graduate institutes, and degree programs at the University may be opened for auditing only with the approval of the respective Curriculum Committee.
- III. Prospective auditors must submit their application after the add/course removal period each semester. Auditing is limited to one course per semester and requires approval from both the course instructor and the division section chiefs.
- IV. Upon approval of the application, the Office of Academic Affairs will issue an "Audit Certificate," which must be presented in order to attend the course. The "Audit Certificate" shall not be used as a substitute for a student ID.
- V. Auditors must comply with the rules established by the course instructor as well as all University regulations. If violations occur, the course instructor and the section chiefs of the relevant divisions may revoke the auditor's eligibility.
- VI. Fees:
 1. An administrative processing fee of NT\$200 is required for each audited course. This fee is non-refundable and without interest, except for courses that are canceled.
 2. A credit fee of NT\$1,000 per credit is required for each course audited. Except for courses disapproved after review or canceled for any reason, this fee is non-refundable and without interest.
 3. The handling of collected administrative and credit fees shall be conducted in accordance with University regulations.
- VII. Rights of Auditors:

Except for receiving course handouts during class, auditors are not entitled to enjoy University resources on the same basis as enrolled students.
- VIII. Auditors' course grades and attendance records will not be recorded, nor will any proof of course completion be issued.

- IX. For any matters not mentioned herein, please refer to related NCHU regulations.
- X. These guidelines and any amendments hereto shall be approved in the administrative meeting and ratified by the University President before taking effect.