

National Chung Hsing University Regulations for Courses Opening for Auditing

Enacted in the 45th Academic Affairs Meeting on Mar. 27th, 2003
Amended (Articles 3, 5 & 8) in the 53rd Academic Affairs Meeting on Apr. 10th, 2007
Amended (Articles 2 & 9) in the 55th Academic Affairs Meeting on Mar. 28th, 2008
Amended (Articles 1-7) in the 57th Academic Affairs Meeting on Mar. 26th, 2009
Amended (Article 8) in the 60th Academic Affairs Meeting on Nov. 1st, 2010
Amended (Articles 1 & 4) in the 61st Academic Affairs Meeting on Mar. 30th, 2011
Amended (Articles 1, 2, 3 & 8) in the 64th Academic Affairs Meeting on Oct. 23rd, 2012
Amended (Articles 3 & 5) in the 68th Academic Affairs Meeting on Oct. 28th, 2014
Amended (Articles 2 & 4) in the 69th Academic Affairs Meeting on Mar. 30th, 2015
Amended (Article 10) in the 72nd Academic Affairs Meeting on Oct. 25th, 2016
Amended (Articles 1, 2, 4, 5 & 13) in the 78th Academic Affairs Meeting on Oct. 30th, 2019

Article 1 Our University provides all kinds of programs for students in senior high school and vocational high school and people who are currently working to audit. To help promote life-long learning and extension programs, the University stipulates this [regulation](#) according to “Implementation Regulations Governing Continuing Education of Higher Education”

Article 2 Criteria: [People shall pass the entry requirements of undergraduate program if they want to apply to audit in the undergraduate program. Students in senior high school or vocational high school who are recommended by the school they are studying.](#) People who want to apply for auditing in graduate program shall pass the entry requirements of graduate program.

Programs: Considering our students’ rights to select courses before students of other universities and to maintain teaching quality, other than doctoral programs and some classes in undergraduate and graduate programs which are not open to students outside of the University, all departments or teaching unites may open their classes to in-service students and students in senior high school and vocational high school to audit.

Article 3 Students shall apply to the Office of Academic Affairs for auditing before the application deadline of every semester. After the approval of the lecturer/ professor of the class which the students are going to audit, students shall pay the tuition, finish selecting courses, and submit their academic records and identification to the University during the announced period. The application document of the students who apply for auditing will be kept for three years for reference.

Article 4 The number of students auditing in the class shall meet the following requirements:

- I. There shall be no more than 6 students auditing in a class of the undergraduate program.
- II. There shall be no more than 5 students auditing in a class of the graduate program.

Lecturers/ professors may take in more students if there are some special circumstances and the application for more students is approved by the president of the Office of Academic Affairs according to the administrative procedures.

- Article 5 Rules for credit hours and passing scores:
- I. Students who audit in the courses of undergraduate programs shall take no more than 18 credit hours every semester. Students who audit in the courses of graduate programs shall take no more than 9 credit hours every semester.
 - II. The passing score is 60 for courses of undergraduate programs; 70 for graduate programs.
- Article 6 Course-offering departments and lecturers/ professors opening the courses shall first have a basic concept of the learning goals of the applicants and evaluate the ability of the applicants while considering the number of students in one course, course type and the space and equipment in the classroom before approving the application and deciding the admission order.
- Article 7 After completing the registration and payment, if there is any special circumstances, students may submit a written explanation to the president of the Office of Academic Affairs for approval before 1/3 of the semester to withdraw from the course. After the approval, students shall receive refunds of tuition according to the “Regulations for Refunds of Tuition and Postponement of Study for Students in Extension Programs.” However, if the courses are not launched or the number of students in the courses exceeds the limit, the University shall notify students to withdraw from the course and refund all tuition fees paid.
- Article 8 Course tuition is NT\$ 2,000 per credit for courses of undergraduate programs, including extension undergraduate programs. Course tuition is NT\$ 3,000 per credit for courses of in-service graduate programs. Course tuition of in-service graduate programs is calculated in credit; however, tuition will be calculated in hours if the course is of zero credit. Students shall also pay course materials and services fees required by the course-offering departments if there are experiments in the courses.
- Course tuition is NT\$ 1,000 per credit for students of senior high school and vocational high school who are recommended by their schools.
- Article 9 Students who audit in the courses shall attend the activities and examinations of the courses, and obey the regulations of the University. If the students violate any of the regulations of the University, the Office of the Academic Affairs may punish the students according to the regulations applied to registered students of the University.
- Article 10 Transcript shall be issued to students who audit in courses, by the Division of Registration after the end of the semester. Auditing students who pass the courses they registered shall receive certification of credits.
- Article 11 The number of students who audit in the courses is not counted in the minimum number of students to start courses. However, it shall be added to the number of

registered students who take the courses so the lecturer/ professor may receive extra hourly payment when the number of students taking the courses exceeds the limit.

Article 12 Students who audit in courses shall have same rights as that of students in extension programs.

Article 13 [These regulations and any amendments hereto shall be approved in academic affairs meetings before taking effect.](#)