

## The NCHU Regulation for Summer Time Classes and Course Selection

Enacted in the 44<sup>th</sup> Academic Affairs Meeting on Oct. 31<sup>st</sup>, 2002  
Amended (Articles 1, 2, 3, 4, 5, 12, & 13, add Article 14) in the 46<sup>th</sup> Academic Affairs Meeting on Oct. 23<sup>rd</sup>, 2003  
Amended (Articles 2, 4, 7, 8, 12, & 14) in the 51<sup>st</sup> Academic Affairs Meeting on Mar. 30<sup>th</sup>, 2006  
No. 0950138148 official letter (Articles 2-14) approved by Ministry of Education on Sep. 21<sup>st</sup>, 2006  
Amended (Article 1) in the 52<sup>nd</sup> Academic Affairs Meeting on Oct. 27<sup>th</sup>, 2006  
No. 0950138148 official letter approved by Ministry of Education on Sep. 21<sup>st</sup>, 2006  
Amended in the 53<sup>rd</sup> Academic Affairs Meeting on Apr. 10<sup>th</sup>, 2007  
No. 0960087771 official letter (Articles 8 & 9) approved by Ministry of Education on Jun. 8<sup>th</sup>, 2006  
Amended (Article 14) in the 58<sup>th</sup> Academic Affairs Meeting on Oct. 26<sup>th</sup>, 2009  
No. 0970019456 official letter approved by Ministry of Education Jul. 15<sup>th</sup>, 2009  
Amended (Article 16, add Articles 13 & 14) in the 62<sup>nd</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2011  
Amended (delete Articles 13 & 14) in the 64<sup>th</sup> Academic Affairs Meeting on Oct. 23<sup>rd</sup>, 2012  
No. 1020095993 official letter (Articles 13, 14 & 16) approved by Ministry of Education on Jun. 26<sup>th</sup>, 2013  
Amended (Articles 1-15) in the 72<sup>nd</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2016  
Amended (Articles 5 & 13) in the 79<sup>th</sup> Academic Affairs Meeting on May. 5<sup>th</sup>, 2020  
Amended (Article 4) in the 80<sup>th</sup> Academic Affairs Meeting on Oct. 28<sup>th</sup>, 2020  
[Amended \(Articles 4,5,9 &12\) in the 85<sup>th</sup> Academic Affairs Meeting on Apr. 20<sup>th</sup>, 2023](#)

Article 1 This Regulation is adopted in accordance with Article 23 of the National Chung Hsing University Regulation.

Article 2 Each summer course credit consists of 18 hours (including examination hours) of class. Hours of internship program or experiment classes will be doubled.

Article 3 Information of each summer time class shall be announced on the internet according to the schedule of NCHU.

Article 4 Summer Time Classes shall be opened after the approval of the course committee of all levels. There are [three](#) types of courses:

1. [Course A: Course A is the professional compulsory courses defined in Article 16 of the NCHU Student Study Regulation. Course A will be opened once a year. Courses shall be of 9 weeks in principle and no less than 6 weeks.](#)

2. [Course B: Course B includes professional elective courses, general education course and physical education courses.](#)

3. [Course C: Course C includes any summer time courses from academic units because of projects or internships at private businesses, government agencies, or academic/ research institutes. Courses of this category require approval from all levels of course committees. The submissions, approval, and execution of Course C classes shall be completed through administrative processes.](#)

[Student grades for each category are calculated as follows:](#)

1. [Course A & Course B: Resulting credits and grades shall be recorded in the academic report. Course A & Course B grades are not included in the calculation of the average grades and credits for the current semester, but are included in the calculation of graduation grades and credit accumulation.](#)

2. [Course C: Resulting credits and grades are recorded as part of the next semester. Students not enrolled at NCHU in the following semester and](#)

therefore unable to record their grades will not be permitted to record their grades at a later point.

3.Students who fail the course are not permitted to take a make-up examination.

Article 5 Students who meet the following requirements may apply to participate in Summer Time Classes:

1.Course A:

- (1) Students who fail in and need to re-take compulsory courses.
- (2) Students transferring from other university or department who need to fulfill the prerequisite course requirements of the following term.
- (3) Fourth year students who will not be permitted to graduate unless they re-take certain classes.
- (4) Students who pursue minor or double-major degrees or have a secondary expertise.
- (5) Those who complete the Teacher Education Credential Program or regular programs.

2.Course B: No requirement.

3. Course C: In principle, no requirement.

Article 6 Students who intend to take summer time classes shall apply in the specified time before the classes are opened and complete the payment process to complete a valid registration.

After the university confirms the offering of a course which students signed up for, the students are not allowed to ask for refund or withdraw from classes. Only those who have class schedule conflicts may apply for refund and withdraw from the course within a week after the course starts. Overdue will not be accepted.

Article 7 Students from other universities are allowed to apply for adding summer time classes; students shall complete the payment process within the specified time to complete a valid course selection.

Article 8 Students who meet the qualifications of Directions for Application for Auditing a Class may apply to audit courses. Payment will be regulated according to the direction.

Article 9 Minimum class size for Summer Time Classes:

1.Course A & Course B:

- (1) There shall be at least 20 students in Summer Time Classes. Each of the students shall meet the qualifications and pay their credit fees.

(2) Classes under 20 students that meet any of the following criteria may also open:

I. Registered students are willing to cover the credit fees for at least 20 students.

II. Course A classes opened for overseas Chinese students shall be conducted in accordance with the Ministry of Education's Guidelines on Subsidizing Schools for Implementing Overseas Compatriot Student Tutorials.

2. Course C: Minimum class size shall observe National Chung Hsing University Regulations for Curriculum Planning and Course Opening.

Article 10 Students who attend Summer Time Classes are not permitted to select more than 9 credits; however, oversea Chinese students who expect to graduate by the end of the academic year may add extra courses up to 13 credits.

Article 11 Students may apply for summertime course withdrawal before 2/3 of the semester. Credit fees will not be returned to the students.

Article 12 Hourly payment of teachers in summertime classes are regulated as follows:

1. Course A: Teachers receive their hourly payment according to the evening instruction standards in the Hourly Payment Table for Part-Time Teachers in National Universities. Hourly payment of internship programs will be calculated in half. There must be a minimum of 20 students for each course. When the number of students in one course exceeds 40, the hourly payment shall be 1.5 times of the regular payment.

2. Course B: Teaching hours may be calculated according to the standards of course A or may be added in the basic weekly teaching hours of the next semester.

3. Course C: Teaching hours, once approved, will be calculated according to program guidelines or may be added in the basic weekly teaching hours of the next semester.

Article 13 Other from courses approved by the General Education Center, NCHU students may take Summer Time Classes at other universities only when they meet the qualifications about Course A in Article 5 of this regulation and when NCHU does not offer the same class or fail to open one.

Article 14 In areas where this Regulation is not adequate, the Student Study Regulation of this University and other regulations applies.

Article 15 This Regulation and any amendments hereto shall be announced and implemented after being passed in the Academic Affairs Meetings.