

Ming Chuan University Guidelines for Offering and Teaching Summer Courses

Passed at the University Affairs Committee Meeting on November 10, 2005

1. These guidelines were established in accordance with Article 15 of General Provisions for Study.
2. These guidelines concern offering and teaching summer courses.
3. Summer courses can only be offered to the following students.
 - (1) Students who are taking a required course for a second time, or those who are raising their grade in a required course to a passing level.
 - (2) Students who are taking courses for their minor or double majors, or who are taking courses in advance for another permissible reason.
 - (3) Each academic unit may offer elective courses (including General Education courses) based on actual need.
4. Every summer course should have a minimum of 20 persons. (At least ten persons are required for graduate programs.)
5. In principle, one credit unit should be equivalent to 18 hours of class time.
6. Students may not select more than nine credits worth of summer courses. (Work Experience Students may only take six credits worth of summer courses.)
7. Summer students must follow regulations when paying their credit hour fees.
8. Only students in this institution may take summer courses, and students who have applied for study leave are not eligible to make up courses in summer session. Students from other institutions who wish to take summer courses at this Institution must submit a written request from the home institution.
9. Graduate students who find that the courses they require to graduate are not offered by this institution may apply for permission to take summer courses at other universities.
10. Unless this institution recognizes the situation as a special case, instructors will be compensated on the same scale as part-time instructors who teach night classes.
11. The regulations for selecting courses and grading are as follows.
 - (1) Grades and credits gained in summer courses will not be calculated together with grades and credits from the regular semester, but will be counted in the final graduating grade.
 - (2) Both passing and failing grades will appear on the student's cumulative academic transcript.
 - (3) No makeup examination is possible for those who do not pass.
 - (4) Students who are absent for more than one third of their classes will lose their right to take the final examination, and will receive a grade of zero (0) for the course.
12. Matters not covered in these procedures will all be dealt with in accordance with related

and relevant regulations.

13. Upon being passed at the University Affairs Committee Meeting and approved by the president, these guidelines were announced and implemented.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****