

# National Taiwan Normal University Full-time Student Summer Session Course Study Regulations

Passed at the 3rd Academic Affairs Meeting of the 2003 academic year on April 18th, 2004  
Revised and passed at the 3rd Academic Affairs Meeting of the 2004 academic year on April 20th, 2005  
Revised on September 26, 2005 in Ministry of Education letter Tai Zhong (2) Zi No. 0940131235  
Revised and passed at the 2nd Academic Affairs Meeting of the 2011 academic year on December 7th, 2011  
Revised and passed at the 3rd Academic Affairs Meeting of the 2013 academic year on March 26th, 2014  
Revised Article 12 at the 1st Academic Affairs Meeting of the 2014 academic year on October 15th, 2014  
Revised Article 2, Article 5 at the 2nd Academic Affairs Meeting of the 2014 academic year on December 17th, 2014  
Revised and passed at the 2nd Academic Affairs Meeting of the 2016 academic year on April 26th, 2017  
Revised and passed at the 1st Academic Affairs Meeting of the 2020 academic year on November 4th, 2020  
Revised and passed at the 2nd Academic Affairs Meeting of the 2020 academic year on April 28th, 2021

- Article 1 To increase student learning opportunities, strengthen learning results, and facilitate the meeting of schoolwork requirements, these Regulations have been prescribed.
- Article 2 Summer session courses shall not be shorter than five (5) weeks; however, intensive courses are possible with written approval of the Vice President of Academic Affairs. Course announcements, course selection, application for course withdrawal, course fees and other matters shall be handled in the periods announced by the Office of Academic Affairs.
- Article 3 Summer session courses are limited to the two (2) categories announced by the Office of Academic Affairs:
1. First Category: Courses previously offered in the current academic year.
  2. Second Category: Teacher Education Program courses or electives not offered in the current academic year.
- Article 4 Summer session courses are to be offered by departments, graduate institutes, degree programs, or relevant units.
- Article 5 The number of students enrolled in a summer session course shall be based on the number of students that pay course fees. Regulations concerning the minimum number of enrolled students per course and course fees are as follows:
1. First Category: Requires a minimum of 16 students. Credit fees shall be based on the number of academic credits taken. If five (5) or more people wish to enroll and are willing to equally share the credit fees of 16 people, the course may still be offered.
    - (1) 5-10 students enrolled: Each student shall pay 2.1 times the amount for each credit fee.
    - (2) 11-15 students enrolled: Each student shall pay 1.2 times the amount for each credit fee.
  2. Second Category: Requires a minimum of 10 students.
    - (1) Normal undergraduates are not required to pay credit fees.
    - (2) Delayed graduation students and graduate students shall pay credit fees in line with regulations stipulating the amount charged per credit within students' academic systems and for their year of matriculation.
    - (3) If five (5) or more people wish to enroll and are willing to equally share the credit fees of 10 people (thereby each paying 1.4 times the amount per credit), the course may still be offered.

If the number of academic credits is not equal to the number of class hours, credit fees will be charged according to the number of class hours.

Students enrolled in lab or internship courses shall pay course fees according to that

stated within the lab or internship course material.

Article 6 Students who have suspended or withdrawn from their studies in the second semester of an academic year at this University are not eligible for enrollment in a summer session course.

Teacher Education Program courses are limited to NTNU students who meet the qualifications for the study of education courses at this University.

Non-NTNU students enrolling in this University's summer session courses shall be handled in accordance with this University's *Intercollegiate Course Selection Implementation Guidelines*.

Members of the public enrolling in this University's summer session courses shall be handled in accordance with this University's *Implementation Guidelines for Course Enrollment/Audit by Members of the Public*.

Article 7 Students who meet one of the following conditions shall be approved to enroll in summer session courses offered by other universities. However, they shall be restricted to courses not offered by this University during the summer session:

1. Graduating students who will be able to graduate after earning credits in the enrolled course;
2. Students who will be unable to continue their studies in the following semester unless they enroll in the course.

Students may enroll in up to nine (9) academic credits of summer session courses. For each academic credit, students shall attend a minimum of 18 hours of class time. Class times shall not conflict with those offered by this University. In cases of conflict, courses offered by this University shall take precedence and credits for conflicting courses taken in another university shall not be counted

Article 8 Regulations for the grading and reporting of grades for courses enrolled are as follows:

1. All passing or failing grades shall be recorded on academic transcripts. In the case of failing grades, there shall be no opportunity to retake the course exam.
2. Credits earned during the summer session shall not be combined with credits earned during the current semester. Summer session grades shall not be included in the student's semester grade average. However, credits taken during summer sessions shall count towards meeting the total number of credits required for graduation.
3. Teachers of summer session courses shall submit student grades to the Office of Academic Affairs within one (1) week following the end of the course.
4. Other regulations not covered herein shall be handled in accordance with the relevant regulations of this University's *School Regulations*.

Article 9 Following the end of the course selection period, students shall pay all course fees in the specified time period and attend class. Except in circumstances in which summer session courses are cancelled, students shall not be able to drop from summer session courses or be refunded course fees. For those who do not pay course fees in line with the stated regulations, a record of their arrears shall be submitted to the school leaving system for future follow up.

Students who have paid course fees in the specified time period may apply to withdraw from their courses. Regulations for course withdrawal shall be handled in accordance with this University's *Student Application for Course Withdrawal Regulations*.

Article 10 Regulations for instructor teaching hours for summer session courses are as follows:

First Category: The hourly pay of faculty shall be given in accordance with the evening

hourly pay standards for part-time faculty and other relevant regulations. Summer session hours shall not be counted towards a faculty member's basic teaching hours.

Second Category: Faculty may choose one of the following methods:

1. An hourly pay shall be that given for courses in the first category;
2. Teaching hours shall be included in basic teaching hours of the fall semester of the following academic year.

Article 11 Faculty may offer a maximum of two (2) summer session courses.

Article 12 Matters not covered in these Regulations shall be handled in accordance with this University's *School Regulations* and other relevant regulations.

Article 13 These Regulations, and any ensuing revisions, shall be implemented following its passage at an Academic Affairs Meeting.

