

Chang Jung Christian University Summer Program Regulations

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- Article 1 These Regulations are formulated in accordance with the “Chang Jung Christian University Regulations”.
- Article 2 Chang Jung Christian University offers a 5-week summer program (hereinafter referred to as the Program) each semester, which means there will be two Programs offered in an academic year.
- Article 3 The teaching hours for each course offered in the Program is 18 hours per credit, and 36 hours per credit for laboratory and practical courses. The actual teaching hours are subjected to the curriculum arrangement of each course-offering unit.
- Article 4 The maximum daily schedule for each course is 6 hours, and the maximum continuous teaching schedule for each full-time and part-time instructor is 4 hours. Instructors shall reasonably arrange the weekly course schedule, and are not allowed to complete the course by conducting intensive classes.
- Article 5 The operating procedures of summer programs for each academic year are subjected to the announcement of the Office of Academic Affairs.
The course-offering units shall register for the course within the designated period. Instructors shall be appointed in accordance with the “Summer Program Instructor Implementation Regulations” for the courses with a minimum required number of enrolled students. After the Office of Academic Affairs announces the scheduled courses, students shall make registration and pay the course fees within the deadline, while any matter relating to course suspension, fee refund, and exceptions after the registration period shall be administered by the Office of Academic Affairs.
- Article 6 Upon approval by the head of the respective teaching unit, a summer program may be applied for the courses with one of the following circumstances:
(a) A course for which the department fails to appoint an instructor during a regular semester due to special circumstances (the course subject shall be proposed by the department).

- (b) There are students who are required to re-take a required course.
- (c) There are transfer students (from a different university or department) who are required to complete a course in the departmental curriculum designated for lower class level.
- (d) There are students in the graduating class who are required to re-take or make-up a course to graduate from Chang Jung Christian University.
- (e) There are students enrolled in a minor study program or a double-major program who are required to complete a course.
- (f) Any other circumstances necessary to conduct a summer program.

Article 7 The minimum enrolled numbers for each bachelor course (full time program and bachelor degree program) is 15 people, while for master's program and in-service master's program is 3 people. The Course will be offered only after the application form is submitted by the course-offering unit and is approved by the head unit and the Office of Academic Affairs.

If a course does not meet the minimum enrolled numbers, but meets one of the circumstances listed in the preceding Article, the teaching unit may apply to offer the course exclusively. However, the credit fees for courses with insufficient enrolled students shall be shared equally by the students before the class can begin.

Article 8 The Program accepts applications mainly from CJCUC students, and each student is limited to three courses per semester (on-campus and inter-university summer programs altogether), and shall avoid schedule conflict. The schedule-conflicted courses may be withdrawn at the discretion of the Office of the Academic Affairs with the fee refunded.

Non-CJCUC students shall be granted approval from their schools to apply for the enrollment in the Program, complete the inter-university course selection process, and make payment within the designated period before they can take the courses.

Article 9 Students or above may apply for inter-university summer programs, and the course selection process is governed by the "Chang Jung Christian University Inter- University Course Selection Regulations".

Article 10 Students enrolled in the Program shall pay the credit fee and other related fees in accordance with the regulations, as the course selection will not be considered complete until the payment is made. The fee standard is based on the announcement of the Office of Accounting in the current year. Students who fail to pay the fees (including students who want to refund) within the designated period are considered to have withdrawn from the Program.

Article 11 The Program is non-refundable except for course withdrawal; however, the following circumstances are exceptional:

- (a) The course is suspended or there is a schedule conflict against other courses.
- (b) The course selected is a year-long course that requires students to pass the first semester course in order to take the second semester course, and the students have failed the first semester course but have paid for the second semester course.
- (c) Students who are on official leave, suffered from serious illness, or major accidents with supporting documents provided.
- (d) Students who have been approved by the Registration and Curriculum Section of the Office

of the Academic Affairs for other reasons to be refunded.

Students who are eligible for a refund under the preceding paragraph shall apply for a refund in accordance with the provisions of Article 12. However, the fees paid to make up the total credit fees required for the approved Courses with insufficient enrolled students will not be refunded.

Article 12 The proportion of refunds for students who are eligible under the preceding Article is as follows:

- (a) For a suspended, schedule-conflicted or prerequisite course, the course fee may be refunded in full if the course has not yet begun. For the course that has begun, the proportion of the course fees refund shall be in accordance with the provisions of paragraphs 2 through 5.
- (b) The course fees may be refunded in full after the payment is made and before the course begins.
- (c) Two-thirds of the course fees may be refunded for a course that has begun with less than one-third of the total instruction hours offered.
- (d) One-third of the course fees may be refunded for a course that has begun with less than two-thirds of the total instruction hours offered.
- (e) The course fees will not be refunded for a course that has begun with more than two-thirds of the total instruction hours offered.

The date for calculating the above refunds is the date presented the payment receipt to the Registration and Curriculum Section, Office of the Academic Affairs for the refund process.

Article 13 The regulations for the assessment of student performance are as follows:

- (a) Student grades shall be assessed in accordance with the evaluation criteria set forth in the course outline and schedule of the instructor.
- (b) Students who need to take a leave of absence during the examination period shall apply for leave and make-up examinations in accordance with the provisions set forth in “Chang Jung Christian University Regulations Governing Students Leaves of Absence” and the “Chang Jung Christian University Regulations on Leaves of Absence on Examinations and Make-up Examinations”.
- (c) Passing or failing grades shall all be recorded in the transcript of all academic years.
- (d) The number of credits and grades obtained in the Program will only be included in the calculation of the total number of credits and graduation grades, and will not be included in the calculation of any semester.
- (e) Graduating students who pass the subjects offered in the Program, that is, students who have completed all the credits required for graduation, will be recorded as graduates (or students who have completed courses) on the list for that academic year, and their graduation status will be reported.
- (f) All other circumstances not stated in this provision are in accordance with the University’s regulations.

Article 14 The Program shall be administered by the following units:

- (a) Course planning and scheduling, examinations, and registration of results shall be administered by the Registration and Curriculum Section. Course registration is

administered by each course-offering department (graduate institutes and programs), with the assistance of the Registration and Curriculum Section.

- (b) Affairs regarding roll calls for attendance and course instruction shall be administered by the instructor and randomly inspected by the Registration and Curriculum Section.
- (c) Tuition payment, revenues and expenditures shall be administered by the Cashier Section.
- (d) Other Program-related affairs shall be administered by the Office of Accounting and relevant units, departments (graduate institutes and programs), and offices.

Article 15 The Regulations are announced and implemented upon approval by the University Affairs Meeting, and filed to the Ministry of Education for future reference; the same shall apply to amendments.