

National Taipei University of Technology
Guidelines for Course Offerings During the Summer Term

Resolved by the Academic Affairs Meeting on January 10, 1998

Amended and Reinstated by the Academic Affairs Meeting on January 13, 1999

Amended and Reinstated by the Academic Affairs Meeting on June 13, 2003

Amended and Reinstated by the Academic Affairs Meeting on December 27, 2004

1. NTUT hereby prescribes these Guidelines pursuant to Paragraph II (5) of the Letter of Ministry of Education Tai (1997) Kao (II) zhi No. 86116702 dated October 8, 1997 in order to facilitate students in improving their academic learning.
2. NTUT may offer courses during the summer term for students who:
 - (1) Fail, and are required to retake a mandatory course;
 - (2) Transfer from other schools/change their majors, and are required to take the pre-requisite courses of the admitted year of study;
 - (3) Are graduating (completing their studies) in the current year but must retake certain courses; or when
 - (4) The courses are suitable to be open during the summer term.
 - (5) No student may take a course she or he has withdrawn from during the summer term (except for foreign students and overseas Taiwanese students).
3. The Curriculum Section of the Office of Academic Affairs will survey students' needs (the minimum requirement for announcing a course is 15 or more students) and the teachers' willingness to open the courses during the summer term before early May, and publish the class schedule before the final exam. A course will not be offered if no teacher is available, or if the enrollment is insufficient.
4. The minimum enrollment for a course during the summer term is fifteen students. A course will be cancelled in the case of insufficient enrollment unless the course is needed by at least five students who are graduating in the current year, and those students are willing pay for the shortage of credit fees for fifteen students. For any special situation, the course opening will be subject to ad hoc approval, and the progress of payment of course registration in the entire school.
5. Every 18-hours of teaching equals one credit unit. Experiments and internship courses shall provide at least 36 or 54 hours of teaching.
6. Any course offered in a summer session shall not be shorter than six weeks, and shall be conducted two or three times every week. Each student shall not enroll in more than 12 credits.
7. Each student who enrolls in any course during the summer term shall pay the credit fees according to the fee schedule of that semester (If the credit units are

different from the credit hours, the fees shall be charged by the hour). The summer session shall cover its own costs with the credit fees.

8. Any student who is unable to complete the courses due to severe illness or critical accident during study in the summer term may apply for withdrawal before the final exam subject to the consent of the teachers and the department head. The credit fees are non-refundable.
9. Courses offered in summer sessions are only open to NTUT students. Any outside student who wishes to register for any NTUT summer session must obtain approval of their home school.
10. Each teacher shall be paid at the applicable hourly rate set forth in the Compensation Standards for Part-time Teachers of the Extension Division. For each credit taught, the compensation for 18-hours of teaching shall be paid. (If the credit units are different from the credit hours, the fees shall be charged by the hour.)
11. Each student enrolled in a summer session shall be subject to the following rules of examination and evaluation:
 - (1) Student exams and scores are subject to Clauses 24 and 25 of the NTUT Academic Rules.
 - (2) Pass and fail shall be recorded in the transcript of all semesters.
 - (3) The credit(s) earned in a summer session cannot be accumulated into the credits earned during a semester. The scores of summer session courses cannot be calculated into the scores obtained during the semester. However, the credit(s) and scores obtained in summer session courses will be calculated for graduation scores.
 - (4) No make-up tests will be provided if the student fails.
12. Any matter not specified herein shall be subject to the NTUT Academic Rules.
13. These Guidelines and any amendment thereof shall be announced and implemented upon approval at the Academic Affairs Meeting and submission to the Ministry of Education for reference.