

# **Implementation Measures for Continuing Education of National Yang Ming Chiao Tung University**

Adopted at the 2nd Extraordinary Administrative Meeting of the 2020 Academic Year on July 28th, 2021

Article 1 In order to adhere to the philosophy of lifelong education, provide academic services to society, NYCU is authorized to organize continuing education programs. In accordance with the “Regulations Governing Continuing Education of Junior Colleges and Above”, we have formulated the “Regulations Governing Continuing Education at National Yang Ming Chiao Tung University”, hereinafter referred to as “the Regulations.”

Article 2 Each college, department, and relevant teaching unit of the University may independently organize continuing education programs, subject to the existing faculty, manpower, and equipment conditions. The Continuing Education Center is authorized to autonomously plan and conduct classes for continuing education or collaborate with relevant colleges and departments. The outsourcing of enrollment, teaching, and other matters related to continuing education to external organizations or groups is strictly prohibited.

Article 3 The continuing education programs at the University can be divided into credit programs and non-credit programs. For credit programs, the enrollment in specialized classes shall not exceed sixty students, with the possibility of exceptions in special circumstances, subject to the regulations of regular department classes. For master's degree classes, the additional enrollment is limited to no more than five students. The number of additional students for bachelor's degree classes is capped at six.

Article 4 Application Process of the Opening of the Continuing Education Programs

1. The school shall establish a Continuing Education Review Committee, with the Dean of Academic Affairs serving as the convener, and the deans of each college and the director of the accounting office serving as committee members. The Continuing Education Center may convene a Continuing Education Review Committee meeting once per semester to review applications for the establishment of continuing education programs. Relevant personnel from the school units may be invited to attend the meeting. Additionally, the Continuing Education Center may conduct reviews in writing as needed, and the results shall be compiled by the Continuing Education Center and submitted for approval.

2. The establishment of continuing education programs shall follow the format prescribed by the Ministry of Education for the preparation of continuing education program establishment plan (including the income and expenditure budget sheet). After approval by the respective college, department, or division and being documented in meeting minutes, it shall be submitted to the Continuing Education Center for initial review. After approval by the University's Continuing Education Review Committee, it shall be submitted to the Personnel Office and the Accounting Office for signature and approved by the President or the authorized signatory.

3. For contracted continuing education programs and community service courses, such as recreational, creative cultural, or non-credit courses (excluding overseas teaching

courses), the establishment process may proceed directly through a contract and program establishment plan. The documents shall undergo administrative approval through joint signatures of the Continuing Education Center, Personnel Office, and Accounting Office. After approval by the Dean of Academic Affairs, the class establishment application procedures shall be completed, and a report shall be submitted for record during the Continuing Education Review Committee meeting.

4. Subsequent program establishment submissions shall include the class establishment plan, accompanied by the previous year's class closing report (including course evaluations, budget execution overview, and statistical analysis of teaching feedback questionnaires).

#### Article 5 Procedure for Enrolling Students in Continuing Education Programs:

1. The approved continuing education programs shall be externally recruited collaboratively by the Continuing Education Center, the class organizing unit, and the respective colleges or departments.

2. For each continuing education class offered by the University, unless otherwise specified for classes handled under commission, the principles of fairness, openness, and impartiality shall be observed. The prospectus or announcement for enrollment shall specify whether each class is with credit or non-credit, does not confer a degree certificate, and provide information regarding the rights and obligations of enrolled students (such as tuition, refund standards, use of on-campus facilities, etc.). Prospective students shall carefully read and confirm this information during the registration process.

#### 3. Qualifications for Continuing Education Class Participants:

(1) For Credit Programs: The eligibility criteria should align with the academic level of the offered courses. For graduate-level courses, enrollment is restricted to individuals who have completed a bachelor's degree or possess equivalent qualifications for admission to a master's program, including eligibility for admission to a university master's program. For undergraduate-level courses, enrollment is limited to high school (or vocational school) graduates or individuals with equivalent qualifications.

(2) For Non-Credit Programs: Qualifications are determined based on the nature of the class and are set independently.

4. In addition to company-sponsored classes, information about each continuing education program should be published on the relevant unit's website one month before the commencement of classes for public inquiry. For programs conducted outside the campus or overseas, the approval date and reference number from the Ministry of Education should be indicated. The aforementioned information should be consolidated and included in the Ministry of Education's portal for Continuing Education & Lifelong Learning.

5. Any continuing education courses that are conducted without adhering to the Regulations and are self-organized will not be recognized by the University. Additionally, the University will not confer any certificates or documentation attesting to the completion of such courses.

6. Continuing Education may be carried out in the following ways:

(1) Off-Campus Teaching: Conducting instructional activities in locations other than the main campus, branches, or divisions. In accordance with the "Regulations Governing Continuing Education of Junior Colleges and Above" of the Ministry of Education, qualified facilities from the university or public institutions should be used in principle. A borrowing agreement should be submitted for record, and for other off-campus teaching locations, relevant certifications such as qualified construction management (meeting the specified D-5 use group under building regulations), fire safety, hygiene inspection, and installation plans should be submitted for department approval. Application for Ministry of Education approval should be submitted one month before the class commencement.

(2) Distance Learning: Conducting instructional activities through computer networks and video transmission. For those implementing distance learning, the words "Distance Learning" should be added to the issued certificates of completion or credit certificates. The distance learning plan should be submitted to the university's distance learning management unit for review.

(3) Overseas Teaching: Conducting instructional activities in countries or regions outside of Taiwan, Penghu, Kinmen, and Matsu. The use of facilities in overseas teaching locations should be based on the principle of borrowing existing facilities from local schools and providing sufficient books, instruments, and equipment for teaching. A program establishment plan for overseas teaching with the format given by the Ministry of Education should be formulated, evaluated and approved by the University's Continuing Education Review Committee, it shall be submitted to the Personnel Office and the Accounting Office for signature, and approved by the President or the authorized signatory. Application for Ministry of Education approval should be submitted three months before the class commencement.

Article 6 For the management of continuing education programs, after the completion of the registration period, a budget shall be prepared based on actual income. The budget shall be reviewed by the dean of the relevant college, and then undergo joint approval by the Continuing Education Center and the Accounting Office. Final approval shall be granted by the President or the authorized signatory. However, the stipulated fees and payment standards within the budget must comply with the regulations outlined in the University's "Guidelines for the Management of Revenue and Expenditure for Continuing Education."

Article 7 Continuing education students attending classes shall adhere to relevant university regulations or be subject to additional management measures established by the Continuing Education Center, departments, units, or relevant instructional entities. However, for any subject where absenteeism exceeds one-third of the total class hours, that subject shall be considered incomplete, and no certification or documentation shall be issued.

Article 8 For students who have completed the registration and payment process and wish to apply for a refund due to unforeseen circumstances, the following procedures shall be followed

1. Applicants who request a refund from the time of registration and payment until the actual commencement of classes shall receive a refund of ninety percent (90%) of the paid fees, including credit fees and miscellaneous charges. Applicants who request a refund after the actual commencement of classes but within one-third of the total duration of the course shall receive a refund of fifty percent (50%) of the paid fees. Refund requests made after one-third of the total duration of the course has passed will not be processed.

2. The entire agency fee paid shall be refunded. However, for those who have purchased finished products, the products shall be given to the applicant.

3. In the event that the University is unable to commence or conduct classes for a course due to unforeseen circumstances, a full refund of the fees already paid will be provided.

Article 9 Instructors for courses offered by various categories of continuing education programs shall possess qualifications as teachers in junior colleges or above, professional technicians, or qualified professional and technical teachers. They must also meet the following provisions, except for professional programs or courses conducted in collaboration with domestic or foreign universities that have received special approval from the Ministry of Education, which are exempt from these requirements:

1. For credit programs, at least one-third of the total class hours must be taught by full-time instructors employed by the University.

2. For non-credit programs, at least one-fifth of the total class hours must be taught by full-time or part-time instructors employed by the University. Part-time instructors must meet the appointment criteria for part-time instructors set forth by the university.

3. The total class hours mentioned in the preceding paragraphs shall be calculated by combining the total annual continuing education course hours.

Article 10 The assessment method for student performance in continuing education programs shall be determined by the organizing unit or the instructor. For credit programs, the grading system is adopted, with a passing grade of C- for undergraduate courses and B- for graduate courses. The correspondence between the grading system and the percentage scoring system shall follow the relevant articles in the University's Academic Regulations.

Article 11 After the completion of each term in continuing education programs, the organizing unit shall compile the signed score sheets from each instructor, enter them into the system, and submit them to the Continuing Education Center for archiving. Upon completion of the classes, students who have passed will receive a credit certificate or a continuing education completion certificate from the University (Students can apply for reissuance through the organizing unit by paying an administrative fee).

The opening plan and various related documents issued by each continuing education program should be labeled with the term "Continuing Education" and indicate whether it is a credit or non-credit program. For credit program in continuing education, consideration should be given to naming the courses to align with the names used in regular departmental courses and in-service programs, to facilitate potential future credit transfer applications according to relevant departmental regulations.

Credits earned by students in continuing education credit programs can be applied for credit transfer after admission to the University, following the University's Academic Regulations or relevant provisions. However, after credit transfer, the duration of study shall not be less than half of the prescribed duration for the program, and not less than one year. If there are stricter regulations within the department, those regulations shall take precedence

Article 12 The University's Continuing Education Review Committee also serves as the Continuing Education Evaluation Review Committee, responsible for quality control and performance evaluation of enrollment, faculty, curriculum, and teaching in continuing education. For those who fail to meet the standards or regulations in continuing education, the matter shall be submitted to the President for approval. Improvement is required within a specified period, and, if necessary, suspension may be ordered.

Article 13 All continuing education courses must be applied for and conducted in accordance with the Regulations. The financial transactions of each continuing education class shall adhere to the "Guidelines for the Management of Revenue and Expenditure for Continuing Education" established by the University.

Article 14 Any matters not covered herein shall be governed by the "Regulations Governing Continuing Education of Junior Colleges and Above" of the Ministry of Education and related regulations of the University.

Article 15 The Regulations and any amendment thereto shall be implemented after approval by an Administrative Meeting.