

National Sun Yat-Sen University

Regulations for the Implementation of Continuing Education Credit Courses

Approved at the 1st Continuing Education Meeting of the 2nd semester of Academic Year 2015-2016 on March 8, 2016
Amended and approved at the 2nd Academic Coordination Meeting of the 2nd semester of Academic Year 2015-2016 on May 11, 2016
Amended and approved at the 7th Administrative Meeting of the 2nd semester of Academic Year 2015-2016 on June 8, 2016
Amended and approved at the 2nd Administrative Meeting of the 1st semester of Academic Year 2017-2018 on September 12, 2018

- Article 1 In order to expand community services and to promote life-long learning concept, NSYSU is providing the public with studying opportunities. The “NSYSU Regulations for Implementation of Continuing Education Credit Courses” (hereinafter the Regulations) is hereby drawn upon in accordance with the “Continuing Education Regulations for Universities” of the Ministry of Education.
- Article 2 Those with the following qualifications can enroll in the Continuing Education Credit Courses:
1. Those who take a bachelor’s degree credit course should meet one of the following requirements:
 - (1) Over 18 years of age
 - (2) Those under the age of 18 shall be those who are qualified to apply for colleges and universities.
 2. Those who take credit courses at Master’s level shall be those who are qualified to apply for university master’s courses.
- Article 3 The university shall consider the teachers’ qualifications, as well as, course and teaching quality when promoting continuing education credit courses, and shall carefully plan the number of students for each class. The courses can be special classes, distant learning and auditing. Each continuing education course credit shall be at least 18 hours. No short term or intense learning mode is allowed; however, those with special reasons and have received the approval from school authorities are exempted.
1. Special Classes: based on the principle of adopting special classes, the number of students enrolled in each class must not exceed 60.
 2. Distance Learning: in principle, teaching activities shall be via computer network and video transmission media. The remarks of “Distance Learning” must be added to the Certificate of credits or certificate of studies.
 3. Students Auditing: the number of audit students should meet the following requirements; however, those with special reasons who have received the approval from school authorities are exempted.
 - (1) The number of audit students enrolled in the undergraduate class is limit to six.
 - (2) The number of audit students enrolled in Master’s class is limit to five.
- Article 4 When the courses for the semester are opened to accept audit students, and the departments have decided to recruit such students, OGIACA will conduct the consolidation, co-ordination, recruitment and enrollment matters. If during the semester there is a need to apply for audit student credit courses, a continuing education plan draft shall be submitted to Continuing Education Meetings for reviews.

- Article 5 Registration Fees and Credit Course Fees
1. Registration Fees: 50% of the registration fees from auditing students will be managed by the faculty or department for overall allocation planning; while the other 50%, managed by OGIACA for overall allocation planning. Registration Fees are non-refundable.
 2. Credit Course Fees: The procedures in allocating total income from the course to management fees shall be executed in accordance with Article 5 of “NSYSU Regulations for the Implementation of Continuing Education Services”.
- Article 6 A certificate of credits will be issued by the university to those who have passed the examination after completion of the credit courses. After admission via entrance examination, the earned credits can be transferred determined in accordance with the university rules or relevant regulations. However, after the credits are transferred, the school work must be no less than one-half of the duration of the schooling system, and no less than one year.
- Article 7 Matters not covered in this Regulations shall be implemented in accordance with “Continuing Education Regulations for Universities” and related laws and regulations.
- Article 8 The Regulations were passed by the University Continuing Education Meetings and Administrative Meetings, and implemented after the President’s approval. All amendments and revisions follow the same process.