

## **TKU Guidelines Governing Summer Vacation Courses**

Secretariat Regulation No. 1030000014 (06/13/2014)

1. The *TKU Guidelines Governing Summer Vacation Courses* (herein referred to as “These Guidelines”) were formulated in accordance with Article 14 of the *TKU Study Regulations*.
2. TKU summer vacation courses can be divided into two separate periods:
  - a) Period one extends from late-June to July; period two runs from late July to August.
  - b) Each of these two periods extends for five weeks. For each course credit taken, students must have four hours of classes per week, with a total of 18 hours of classes.
3. Courses offered:
  - a) All compulsory and elective courses from each department may apply to offer summer courses. All courses that are offered in the regular semesters and that comprise teacher assistant internship programs should offer corresponding summer vacation courses and hold classes in accordance with the predetermined schedule for such classes.
  - b) Applications from each department to offer summer courses will be processed in the second semester of each academic year. These courses will be announced after receiving the approval of the Dean of Academic Affairs.
4. Students who have deferred studies and not yet registered to resume studies, students who meet the criteria for expulsion, and students who have fulfilled all requirements for graduation are not allowed to take summer vacation courses.
5. Each course must have a minimum of at least 15 enrolled students for it to officially commence. If at least six overseas Chinese students select the course and need to take the course due to previously failing it during the regular semester, the course may commence.
6. Important items to note:
  - a) The payment of course credit and internship tuition fees for summer courses must be rendered in accordance with related regulations.

- b) For each period of summer courses, participating students should select three courses. The maximum number of courses selected must not exceed nine credits worth of courses.
  - c) If a course is cancelled or a student discontinues study (or is expelled from study), the student may apply to drop the course and receive a refund in tuition fees.
  - d) In the first week of classes, students who have a special and legitimate reason to do so, may (after gaining approval) apply to drop the course and gain a refund.
  - e) If, after over a week of commencing classes, a student has attended less than half of the classes, he / she may – due to special reasons – apply to drop the class, but may not apply to receive a refund.
7. The assessment of grades:
- a) Pass or failing grades for summer courses must be recorded in students' academic transcripts.
  - b) The credits taken in summer courses will not be recorded together with the credits taken during the regular semester. Neither will the academic grades gained in summer courses be recorded together with the grades obtained during the regular semester. However, the credits and academic grades obtained from summer courses will count toward the student's grades for graduation.
  - c) Those who receive a failing grade may not retake the examinations.
  - d) Matters not covered in These Guidelines must be handled in accordance with related provisions in the *TKU Study Regulations*.
8. Summer courses must be taught by full-time or part-time teachers employed by each department or graduate institute. Such teachers may not teach for more than four hours in a row. Their number of teaching hours for one day (including daytime and evening) must not exceed eight hours.
9. This set of guidelines will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.