

**Regulations Governing Incentives for Faculty and Staff Members Attending University
Courses**

Chung Yuan Christian University

Approved at the 616th Administrative Meeting

Amended at the 783rd Administrative Meeting

Amended at the 927th Administrative Meeting on December 4, 2014

Article 1

In order to encourage faculty and staff members to pursue continuing education, acquire new knowledge, and enhance their professional competence and overall literacy, Chung Yuan Christian University (hereinafter referred to as “the University”) hereby establishes these Regulations Governing Incentives for Faculty and Staff Members Attending University Courses (hereinafter referred to as “the Regulations”).

Article 2

Faculty and staff members who have completed at least one year of service may, without delaying their official duties, enroll in courses offered by the University’s graduate institutes or undergraduate departments, subject to recommendation by their unit supervisor as well as approval by the President. Those wishing to enroll in graduate-level courses must meet the qualifications required for admission to graduate programs; those enrolling in undergraduate-level courses must meet the qualifications for university admission. A maximum of two courses may be taken per semester, of which only one may be scheduled during working hours. Class attendance during working hours may be considered official leave in accordance with the University’s relevant regulations. Credit fees shall be waived.

Article 3

Courses selected should, in principle, be related to the applicant’s current job and must not have been previously taken during their college or junior college education.

Article 4

Upon approval of the application, faculty and staff members shall complete course enrollment procedures at the Office of Academic Affairs.
Academic performance shall be evaluated in accordance with the relevant provisions of the University’s Academic Regulations.

Article 5

Faculty and staff members who pass the courses they have taken shall be issued an

official transcript by the University.

If they are later admitted to a degree program through the entrance examination, the credits earned from previously passed courses may be recognized at the discretion of the department.

Article 6

These Regulations shall be approved by the Administrative Meeting and submitted to the President for promulgation and implementation.

The same procedure shall apply to any amendments.