

**AFFILIATED COLLEGE OF CONTINUING EDUCATION,  
AFFILIATED JUNIOR COLLEGE OF CONTINUING EDUCATION  
MINHSIN UNIVERSITY OF SCIENCE AND TECHNOLOGY ("University")  
KEY POINTS FOR APPLICATION ON SUMMER CLASSES ("Key")**

Amended by School Affairs Council dated 8 December 2004

Amended by School Affairs Council dated 31 October 2012

1. This Key is established in accordance with article 25 of Enforcement Rules on University Law and the Constitution of the University for the purposes of enhance students' academic performance.
2. Summer classes may be applied by:
  - (1) Students who failed and need to re-study or transferred (from Department or other universities) who needs supplementary classes; or
  - (2) Graduates who needs to study the classes in order to graduate; or
  - (3) Students whose selected courses which did not have lecturers during the semester; or
  - (4) Students for other classes suitable for summer holiday.
3. Timetable for summer classes may not conflict with timetables during the semester.
4. Students may submit written application for summer classes towards end of April every year.
5. In principle, there may not be less than 12 students in each summer class. All credits fees paid for classes not available must be refunded.
6. Hours for each credit may not be less than 18 hours and 36 hours for interim (laboratory) works.
7. Summer classes may not exceed 10 credits (including inter Department and university); and 15 credits for graduates and further study program students (including inter Department and university).
8. Student must pay credit and tuition fees in accordance with actual attendance and Ministry of Education Regulations.
9. Students who cannot complete the summer classes after application must cancel the subject in writing and submit it to the lecturers and Department Dean for approval and thereafter submit to Academic Affairs Office. Credit fees paid will not be refunded.
10. Lecturers will be paid according to their actual hours of teaching, which shall be the same standard as day-division lecturers.
11. In principle, summer classes are only available to students of this University, students from other universities who wish to attend the classes must be applied in accordance with University's Inter University Subject Selection Guideline.

12. Marks for summer classes will be calculated in accordance with this University's Constitution.
13. Anything not mentioned in this Key will be referred to this University's Constitution.
14. Once approved by Academic Affairs Council, this Key must be reviewed by the Principle to be published and implemented. Same principle applies in case of amendment to this Key.