

## **YZU Regulations for Staff Taking Courses in YZU**

Passed by the 8<sup>th</sup> Administrative Committee of the 1995 School Year, March 27, 1996

Article 1 These regulations are established to encourage staffs (including teacher's assistants) to improve themselves and enhance their working efficiency by learning new knowledge.

Article 2 Applicants shall be staffs who have served University for above one year and whose performance evaluation in the past year were both above A. Staffs can take courses of departments or graduate schools in University which will not affect their duties after being approved by the office director and the teacher of the course and being verified by President. The percentage of staffs taking courses in the same unit (office, department, college, and center) shall not exceed thirty percent of the total; except for that there is less than one staff taking courses.

Article 3 Staffs who take courses of a graduate school shall have appropriate qualifications; staffs who take courses of university level shall have educational degrees above senior high school. Staffs shall take one course for each semester at most (shall not take any laboratory course at all). The hours of taking courses shall be made up by the deduction from compensatory time off or compensatory overtime working and the staffs don't have to pay any tuition and fee.

Article 4 After being approved for taking courses in University, staffs can process the schedule of taking courses at Office of Academic Affairs and their grades shall be processed in accordance with relevant regulations of University's rules governing key aspects.

Article 5 Staffs who pass the courses shall be issued with a proof of grade by University; for staffs that pass the college's entrance examination and enroll as formal students, University may accept credits for courses previously taken and passed.

Article 6 These regulations are adopted by Administrative Committee, reported to President for ratification and implementation, as shall amendments when they are made.

**If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.**