

Tunghai University Academic Year 2023 Summer

Course Notices Stipulated on 2024/04/23

Timeline

Please refer to the [Tunghai University Academic Year 2023 Summer Course Items and Timelines](#) for the timelines of the summer course.

Regulations for Course Selection

- ※ **Students cannot drop courses that they have successfully registered. Students should confirm whether the course they have selected has a limit on student departments or grade levels, has teaching assistant classes, or for any scheduling conflicts. Students should contact the Registration and Curriculum Office if they need to drop a summer course.**
- ※ Summer course selection are considered completed when students have registered for the course and paid their fees. Failure to do either will result in their course registration records being removed at 08:00 AM before the next stage of course registration.
- ※ Students who have paid their registration fees should log in their summer course system to check their payment status (the record should be available 30 minutes after money transfer through ATMs). Students should check their course selection in their student system on the following day and confirm their course selection before they commence their course.
- ※ New master's students of the Department of Architecture should first register as a student from another university (please write Tunghai University for name of University and new master's student of the Department of Architecture for name of department).
- ※ **Students from other universities** who are attending the summer courses of Tunghai University must submit their data (**Approval form of their university**) to the Registration and Curriculum Office **no later than 3 days of the commencement of the course**. Students should also bring their student ID cards when they attended courses for verification purposes.
- ※ **For students from other universities, their username and password for the Tunghai University student system will be provided through e-mail or text. Students should provide their correct information when they register. All information collected during registration will be used in accordance with regulations specified in the Personal Data Protection Act.**
- ※ Students who have suspended their studies and have not reenrolled, students who have met the criteria for expulsion, and students who have met the criteria for graduation are ineligible for summer courses.
- ※ **Credits: In general, students should select 3 courses each semester and no more than 9 credits.**

※If a course has a teaching assistant class, the teaching assistant should be present in each class.

※**Students who have selected 2 or more courses should ensure that there are no conflicting schedules (including for lab classes), otherwise students will be awarded a score of zero in both courses.**

Payment Method

1. Online ATM transfer (A card reader is necessary. Please include the code of Mega International Commercial Bank 017 when transferring money).
2. ATM transfer (Please include the code of Mega International Commercial Bank 017 when transferring money).
3. Pay at branches of Mega International Commercial Bank.

Regulations for Course Withdrawal and Refund

※Students who have registered for a cancelled course may ask for a full refund or select other courses.

※**Students who have selected summer courses but are ineligible for the courses may be expelled after investigations.**

※After semester grades are published, students may withdraw from a summer course and ask for a full refund if they have passed and do not require a summer course, they are ineligible to continue to study, they have been expelled and cannot continue their summer course, or they have been involved in a major illness or injury (please provide supporting documents). Students withdrawing for any other personal reasons will not receive a refund.

※**Students from other universities who have not submitted the necessary documents (approval form of their university) will be expelled from the course without a refund. Students withdrawing due to personal reasons will not receive a refund.**

※After a refund application has been approved, the Registration and Curriculum Office will process all refunds on the first working day after the deadline for course withdrawal and refund. The refund will be provided in approximately 3 weeks (please contact the Registration and Curriculum Office for more information regarding the refund status 04-23590121#22114). The first inter-bank transfer is free, but if a student has provided incorrect information and requires additional interbank transfers, each transfer will charge a transaction fee of NT\$15.

Other

※For other regulations, please refer to the Tunghai University Regulations for Summer Courses.

※**For any questions during course selection, please contact the Registration Office and Curriculum Office (04)23590121 Ext. 22111–22114, course@thu.edu.tw**

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