

National Chengchi University Tuition and Fees Adjustment Directives

June 25, 2013	Passed by the 174th Academic Affairs Meeting.
January 5, 2018	Amended in its entirety and passed by the 197th Academic Affairs Meeting.
January 16, 2018	Promulgated via the Ministry of Education Letter No.1070001631.

1. National Chengchi University (NCCU or "the University") formulates these Directives aims to enhance the mechanism for adjusting tuition and miscellaneous fees, in accordance with the Ministry of Education's *Regulations for Collecting Tuition and Miscellaneous Fees in Junior Colleges and Institutions of Higher Education*.
2. The terms used in these Directives are defined as follows:
 - (1) Tuition: Refers to costs directly related to teaching, it pays for the university's teaching, training, research, and personnel expenses.
 - (2) Miscellaneous Fees: Refers to costs indirectly related to teaching activities, and it pays for the university's administrative, operation, experiments, and basic equipment usage expenses.

The University charges undergraduate students tuition, miscellaneous fees, and credit fees for certain special programs. The calculation of tuition and miscellaneous fees for master's and doctoral programs as well as in-service education program is based on credit fees and miscellaneous basic study-related fees.

3. The University shall act in concert with adjustments to tuition and miscellaneous fees and enhancing financial transparency. The University must announce the affairs and financial information on the website according to the Ministry of Education's structure for public disclosure of the University affairs and financial information and provide consultation.
4. The tuition and fees standards for undergraduate programs of the University are determined by the University, taking into account financial conditions, assistance mechanisms, and overall operational effectiveness. Adjustments are made within the basic adjustment range announced by the Ministry of Education, and are implemented or specified in the admission brochure after being approved by the Ministry.

For master's, doctoral, and professional programs, the tuition and fees standards are adjusted by the University and reported to the Ministry for record-keeping.

5. When the University adjusts the tuition and fee standards, the following information shall be disclosed publicly: the usage of tuition and fees, reasons for adjustments, calculation methods, expenditure plans (including the anticipated increase in learning resources following the adjustment), records of meetings held during the deliberation process, students' opinions, and the responses and explanations given by the University.
6. The adjustment of tuition and fee standards shall follow the decision-making process below:
 - (1) Project Proposal:

Proposals must be comprehensive, with clear purposes and measurable outcomes. There are two types of projects: The cost-sharing education projects and the autonomous tuition and fees projects. The former focuses on reflecting the cost of education, while the latter emphasizes improving teaching quality and promoting educational innovation and development. Both types should include explanations of overall operational effectiveness, aid plans, and plans for the use of adjusted tuition and fees, drafted by the first-level administrative units directly responsible for or indirectly supporting teaching, training, research, or international cooperation. These plans are then consolidated by the Office of Academic Affairs and submitted to the Tuition and Fees Review Committee.
 - (2) Review by the Tuition and Miscellaneous Fees Review Committee:

The University has established a fifteen-member Tuition and Miscellaneous Fees Review Committee, convened by the Vice President. The committee consists of five administrative head representatives, five faculty representatives who do not hold administrative positions, and five student representatives. The administrative head representatives are appointed by the President and include the Vice President in charge of business affairs, the Vice President for Academic Affairs, the Chief Secretary, the Director of the Accounting Office, and one external expert or scholar.

The faculty representatives include one representative each from the Teachers' Association, the Academic Affairs Meeting, the Student Affairs Meeting, the Research and Development Meeting, and the International Affairs Committee. The student representatives include one representative each recommended by the Student Association, the Administrative Meeting, the Academic Affairs Meeting, the Student Affairs Meeting, and the General

Affairs Meeting.

Except for the administrative head representatives, all other representatives serve a one-year term and may be reappointed.

(3) Student Opinion Presentation and Response:

The Academic Affairs Office shall hold public hearings to communicate openly with students and establish channels for student feedback and university responses.

(4) The University Council Review.

(5) Submission to the Ministry of Education for approval or for the record.

(6) Evaluation:

After one year of tuition and miscellaneous fees adjustment, each academic year, the Office of Academic Affairs compiles the implementation status of plans from various units and reports to the first university affairs meeting of that academic year.

7. Adjustments to the tuition and fee standards of each college within the University may proceed in accordance with the principles outlined in Directive 6. Each college shall form a review committee, conduct public hearings with relevant students, and after review and approval by the College Affairs and Administrative Meetings, submit the adjustments for approval or record by the Ministry of Education.

The review committee shall involve at least two student representatives, with the composition rules determined by the college itself. 75 percent of the increased income from adjusted tuition and fee standards remains with the adjusting unit, while 25 percent is allocated by the University.

8. The Academic Affairs Office shall proactively propose to reduce tuition and fee standards under any of the following circumstances:
- (1) The outcomes of aid mechanisms fail to meet the University's self-set audit indicators and target values.
 - (2) The allocation ratio for scholarships and grants fails to reach three percent of tuition and fee income.
 - (3) Significant violations or misconduct related to the University finances are identified by the Ministry of Education for rectification or required improvements within a specified period.
 - (4) The ratio of students to teachers in daytime programs is not in accordance with the provisions of the Standards Governing the Overall Scale of Development of Junior Colleges and Institutions of Higher Education and

their Resources.

In cases of the above subparagraphs, a rationale and improvement plan must be submitted to the Ministry of Education for review before lowering the University's tuition and fee standards. Upon improvement of the reasons for the reduction, after review and approval by the Ministry of Education, the initial tuition and fee standards prior to the reduction may be restored. The magnitude of the reduction shall not exceed the basic adjustment level for the academic year.

9. The Directives shall be passed by the University Council and then promulgated and implemented. Any amendments shall be processed accordingly.