

# National Taiwan University of Science and Technology

## Inter-University Course Selection Guidelines

Passed at the 107th Academic Affairs Meeting

Letter Tai (89) - Chi(IV)-Zhi No. 89003908 filed for record (18 Jan 2000)

Letter Tai (91) - Chi(IV)-Zhi No. 91082988 filed for record (19 Jun 2002)

Passed at the 134th Academic Affairs Meeting (2 Mar 2004)

Letter Tai (89) - Chi(IV)-Zhi No. 0930056035 filed for record (27 Apr 2004)

Passed at the 173rd Academic Affairs Meeting (7 Oct 2014)

Passed at the 183rd Academic Affairs Meeting (4 Oct 2016)

Passed at the 193rd Academic Affairs Meeting (2 Oct 2018)

- Article 1 These guidelines are set out in accordance with Article 25 of the enforcement rules of the University Law and take into consideration the actual situations encountered at the National Taiwan University of Science and Technology (Taiwan Tech).
- Article 2 Students who select courses offered by other universities are restricted to taking courses that are not being offered at Taiwan Tech during that particular semester. Exceptions will be made for students who are retaking failed courses or those who have extended their period of study.  
The courses offered by other universities which a student has selected must not be scheduled at the same time as courses at Taiwan Tech selected by the same student. If such a conflict occurs, the off-campus course selection will be cancelled.
- Article 3 For Master's Program and Doctoral Program students, in principle, the total credits taken in courses offered at other universities (including distance learning courses) shall not exceed one third of the required minimum of credits for graduation, as set out by the regulations of the student's department, graduate institute, or study program. Whether credits beyond this limit can be taken as graduation credits is determined by applicants' home departments. Undergraduates taking courses offered at other universities (including distance learning courses) cannot take more than six credits or two such courses each semester. However, students pursuing a minor, a dual major, or a credit hour study program including courses offered at other universities may take an additional six credits or two courses beyond the above limit per semester.
- Article 4 Students from other universities can select courses offered by Taiwan Tech only during the period for course dropping/adding. The student's grade for the course(s) selected will be determined according to the General Academic Regulations of Taiwan Tech. Students from other universities are not allowed to select courses offered in Taiwan Tech's evening master's program for working professionals.

- Article 5 Taiwan Tech may collect payment of credit hour, laboratory, and materials fees from students of other universities who select its courses.
- Article 6 Students selecting courses offered by other universities must do so according to the following regulations:  
Students should fill out the four-copy Inter-University Course Selection form. After having the form approved by the student's department, graduate institute, or study program, the student should take the form to the other university to sign up for the course(s). Two of the four copies in the form will be kept by the relevant department or graduate institute and the section of the Office of Academic Affairs in charge at the other university for their records. After the other two copies have been approved by the relevant department or graduate institute and the section of the Office of Academic Affairs in charge at the other university, the student should bring them back to Taiwan Tech and turn in one copy each to the student's department, graduate institute, or study program and the section of the Office of Academic Affairs in charge in order to have the grade for the course accepted and recorded.
- Article 7 When this university enters into agreements with other universities (including those in the National Taiwan University System) to allow students at the universities which have signed the agreement to take courses at each other's schools, the procedures for selecting courses and the fees to be charged will be handled according to the guidelines set out in each agreement.
- Article 8 If students who take courses offered by other universities do not follow the procedure described above, the grade(s) for the course(s) will not be accepted.
- Article 9 Students from other universities who select courses offered during Taiwan Tech's summer term or Taiwan Tech students who select courses offered during the summer term at other universities may also follow these guidelines in doing so.
- Article 10 Students who wish to take distance learning courses may also follow these guidelines in doing so.
- Article 11 All matters not directly covered by the above guidelines will be handled according to other relevant university regulations.
- Article 12 The above guidelines will go into effect upon approval by the Academic Affairs Council. The same is true of any revisions to the guidelines.