

TKU Regulations on Student Course Selection

Secretariat Regulation No. 1120000019 (06/19/2013)

(英文譯本僅供參考，法規之實施概以中文版為準。)

The English version is provided for reference purposes only. The Mandarin version shall prevail in the implementation of the regulations.)

Article 1

These regulations are established in accordance with Article 46 of the *TKU Study Regulations*.

Article 2

Course selection by students should follow the advice and direction given by their instructors, supervisors, or department heads.

Article 3

In relation to course selection procedures, please refer to the TKU academic calendar for dates. All undergraduate students must utilize the online system for both initial course selection and course adjustments. Selection slots are assigned by seniority, beginning with fourth-year students and then followed by third, second, and first-year students.

Article 4

University-level courses taken by graduate students will not be included in the calculation of credits required for their master's degree.

Article 5

Adherence to the course schedules and enrollment guidelines issued by the Office of Academic Affairs is mandatory for all students. Commencing with enrollment in compulsory and department-specific elective courses for the semester is required, with a priority given to any previously failed compulsory courses from the prior academic year before considering other elective options.

Article 6

Credit Requirements per Semester:

1. Graduate students

- a) Master / Ph.D.: At least one course, with a maximum of fifteen credits.
- b) EMBA Program: Completion of at least one course and up to a maximum of twelve credits.

[5-14]

2. Bachelor students

- a) All first, second, and third-year students, along with fourth-year students in the Department of Architecture, must complete a minimum of twelve credits for the daytime program and ten credits for the evening degree program. The maximum credit limit for both programs is twenty-five. Please be aware that this requirement does not apply to third-year students enrolled in English-Taught Programs in the Departments of Computer Science and Information Engineering, English, International Tourism Management, Global Politics and Economics, and the Division of Global Commerce within the Department of International Business who are currently studying abroad.
 - b) Fourth and fifth-year Architecture students must complete a minimum of nine credits and can take a maximum of twenty-five credits.
 - c) Students delaying their graduation may take a minimum of one course and a maximum of twenty-five credits.
3. Students in the Post-Baccalaureate Diversified Expertise Program may take a maximum of twenty-five credits per semester.

Article 7

Under the credit point policy, some students may be allowed to exceed the maximum credit limit by up to six credits per semester. This category encompasses:

1. Graduate students who have been granted permission to enroll in additional credit programs or undergraduate courses.
2. Undergraduate students with a minimum previous semester average of 80 (equivalent to an 'A' grade) or approved for academic minors, double majors, credit programs, or those needing extra credits for on-time graduation.

Article 8

Requirements for credits from external sources:

1. Graduate students:

Graduate students pursuing courses from other departments, programs, or institutions must secure approval from their own department, supervisor, as well as the offering department's supervisor and course instructor. Each request necessitates a separate application. When choosing courses with distinct academic systems, a limit of one course per semester applies, with a maximum of six credits counting towards graduation. Master's students enrolled in Ph.D. courses within their own departments, as well as master's students from the College of Education taking Ph.D. courses within the College of Education, can apply these credits towards their graduation requirements. If a Ph.D. student takes master's level courses within their own department, a maximum of nine credits can count towards the Ph.D. student's graduation credit requirements. Any department or institute with their own approved regulations by both the Academic Affairs Committee and the College Academic Affairs Committee will have those regulations take priority.

2. Junior-year undergraduates can take one graduate or doctoral course per semester with approval from the Office of Academic Affairs. Graduating seniors may also enroll in courses from other academic programs.

Article 9

Students must choose courses without overlapping class times. Conflicting classes will receive a grade of zero.

Article 10

Students must complete prerequisite courses as per department regulations.

Article 11

Courses taken multiple times will count only once toward the required graduation credits.

Article 12

Second-year All-out Defense Military Education Training (II) and elective physical education courses do not contribute to the graduation credit requirement, and elective physical education courses are not considered part of the mandatory physical education curriculum.

Article 13

Students participating in inter-university course selection must adhere to *TKU Regulations regarding Inter-University Course Selection*.

Article 14

Undergraduate and two-year executive bachelor degree students must adhere to *TKU General Education Course Regulations* when selecting the general education courses.

Article 15

Additional regulations:

1. Graduate students

- a) For graduate students studying abroad for official or thesis-related research purposes, credit selection and recognition adhere to Ministry of Education regulations.
- b) The recognition of credit earned by graduate students during international exchanges relies on the existing agreement with the partner university.

2. Undergraduate Students

[5-14]

a) Students enrolled before fall 2016 must attend physical education for their first three years (six semesters), while those starting from fall 2017 need it for the first two years (four semesters). If necessary, retaking physical education courses is allowed during non-compulsory periods or the extended graduation period, limited to one per semester.

b) For students enrolled prior to, and including, the fall semester of 2022, compulsory coursework entails 'All-Out' Defense Military Education Training (I) (for males) or Nursing (I) (for females) every semester in their first year. Starting from fall 2023, incoming first-year students must complete one semester of 'All-Out' Defense Military Education Training (I) – National Defense Technology.

c) Students may select up to three General Core Courses per semester, with a maximum of one course per field. Graduating students can request approval from the Office of Academic Affairs for extra course selections.

d) During the add/drop period, five extra slots will be reserved in the aforementioned courses, prioritizing graduating seniors for online course selection, while those needing to make up for missed credits can inquire about slots at the semester's start.

3. Before the preliminary course selection period, students must settle any outstanding tuition and fees at the Office of Finance to participate as scheduled. Failure to complete registration and payment by the add/drop deadline will result in course enrollment data removal by the Academic Affairs Office's Curriculum Section. Once registration and payment are complete, students can re-enroll in courses independently.

4. Students facing special circumstances after the mid-term exam and wishing to withdraw from a course should follow the *TKU Guidelines for Student Withdrawal from a Class after the Midterm Exam*.

5. If a student withdraws from a course after one-third of the semester's class hours have passed, there will be no refund of tuition for those credit hours per regulations.

Article 16

If a student's course selection fails to comply with TKU regulations and remains uncorrected, the student's respective department or graduate institute will notify the Curriculum Section, triggering the following procedures:

1. Students exceeding the prescribed credit limit will be withdrawn upon achieving the requisite credit count.

[5-14]

2. Students with insufficient credits must add more to meet the requirement.
3. In cases of class time conflicts, one subject must be retained, while any overlapping subjects will be canceled.
4. Students who fail to satisfy the prerequisites for a course are obligated to withdraw from said course.
5. Registered students who have not yet enrolled in any courses are required to add courses until meeting the mandatory credit threshold.

Article 17

Any matters not addressed in these regulations will be governed by the *TKU Study Regulations*.

Article 18

Once approved by the Academic Affairs Meeting and endorsed by the principal, these rules will come into effect immediately upon promulgation, including any future amendments.