

## **TKU Regulations on the Establishment of Inter-Department, Graduate Institute, or College Study Programs**

Secretariat Regulation No. 1080000051 (11/19/2019)

### **Article 1**

These regulations have been formulated in accordance with the University Act and the Enforcement Rules of the University Act.

### **Article 2**

Each academic division (department, college etc.) must set up inter-department, graduate institute, and college credit programs or degree programs in accordance with their individual requirements for instruction and research-based development. “Credit programs”, as mentioned above, refers to professional inter-department, graduate institute, or college programs for which students receive proof of issued credit. “Degree programs” refers to professional inter-department, graduate institute, or college programs for which successful students receive a degree.

### **Article 3**

When intending to set up a study program, each academic division should submit a proposal along with regulations for its implementation. The proposal and implementation regulations must be reviewed in a college administrative conference held by the college to which the applying department belongs, as well as a TKU academic affairs meeting. If passed, its implementation will be announced. Degree programs are open to applications from applicants within and outside of TKU. Program proposals for degree programs must be reviewed by the college to which the applying department belongs; and if passed, must be implemented in accordance with TKU processes related to newly-established or modified degree programs and total admissions quota reports. After then being passed in a TKU academic affairs meeting, it will be sent to the MOE for approval, and if approved, its implementation will be publicized.

The above mentioned “Proposal” should clearly list the following items:

1. The Chinese and English name of the program.
2. The purpose of the established program.
3. The established credit program or degree program (If it is a degree program, the name of the conferred degree).
4. The name of the participating academic division.

5. The list of instructors for the program.
6. Compulsory and elective course credits offered in the program and the number of total required credits.
7. Arrangements for required resources.
8. Administrative management.
9. Admissions quotas.
10. Regulations related to eligibility requirements for external applicants or the criteria for processing applications, as well as procedures for approval.
11. Other specific regulations.

#### **Article 4**

The maximum student quota for external admissions into degree programs is 60 for bachelor degree programs, 15 for master's degree programs, 30 for executive master's degree programs, and 5 for PhD programs. Apart from that of PhD programs, the external admissions quota for each degree program must be included in TKU's planned total for student admissions.

#### **Article 5**

The courses of a university-level credit program should collectively count for at least 20 credits. When taking such courses, students must select at least nine course credits that are not required courses from their department. However, each individual program may set even stricter rules.

Master's-level credit program courses should collectively count for at least 12 credits. When taking such courses, students must select at least 6 course credits that are not required courses offered by their own department. However, each individual program may set even stricter rules.

The minimum required credit points for graduation from a degree program, as well as other important requirements, should conform to the University Act and its enforcement laws, the Degree Conferral Act, and provisions in the *TKU Study Regulations* that relate to degree programs at each level.

#### **Article 6**

TKU students who wish to apply for study programs must do so in accordance with the regulations listed below. After their application is approved by the department concerned, they will be admitted to the program.

1. Those applying to credit programs must submit an application to the concerned

division in accordance with the regulations governing each individual program.

The approved reading list of each course program must be sent to the Office of Academic Affairs for reference in accord with the stipulated date of the school's operating calendar.

2. Those applying to degree programs must do so in accordance with TKU regulations related to students undertaking degree programs.

#### **Article 7**

Students cannot because of studying course credits extend their time of study beyond the fixed time limit. The time restrictions of students who study an academic degree program are in accordance with related provisions in the *TKU Study Regulations*.

#### **Article 8**

Upon completing all required courses and obtaining the required amount of credits in a credit program within the time limit of the students' major department, students must apply to the division responsible for the program to receive proof of obtained credits. After the division verifies the validity of the application, it will in accord with the stipulated date of the school's operating calendar submit the application name list, and the document of proof will be issued to the applicant by the Office of Academic Affairs.

After a student completes all required courses and obtains all required credits in a degree program, the subsequent review of their eligibility to graduate and the conferral of their graduation certificate will be handled in accordance with the University Act and its enforcement laws, the Degree Conferral Act, and related provisions in the *TKU Study Regulations*.

#### **Article 9**

To enhance the overall quality of instruction of each study program and increase student enrollment, every three years the "TKU Office of Cross-Discipline Credit Programs" must conduct an evaluation of all such programs. Programs adjudged as sub-par must either be improved or cancelled.

#### **Article 10**

If for certain reasons the study program needs to be terminated, a Letter of Explanation must be submitted. For the termination of a credit program, the Letter should be submitted one year in advance; for degree programs, the submission must

be made two years in advance. For the termination of a credit program to be enacted and officially announced, a proposal for termination must be passed by the administrative affairs committee and the academic affairs committee of the college to which the related division (department, graduate institute, etc.) belongs and must be passed in a TKU academic affairs meeting. For the termination of a degree program to be enacted and officially announced, a proposal for termination must be passed by the administrative affairs committee and the academic affairs committee of the college to which the related degree program belongs and as well the TKU academic affairs committee and submitted to the MOE for approval.

**Article 11**

Matters not covered in these regulations will be handled in accordance with related MOE and TKU regulations.

**Article 12**

This set of regulations will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.