

TKU Regulations on Student Course Selection

Secretariat Regulation No. 1130000026 (08/13/2024)

(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

Course selection dates and procedures: students must follow the dates specified in the academic calendar and complete initial course selection and course add/drop via the online system. During the course selection period, undergraduate students will be assigned course selection time slots in the order of seniority, beginning with fourth-year students and then followed by third-, second-, and first-year students.

Article 4

Credits earned by graduate students from undergraduate courses shall not be counted towards the total credits required for graduation.

Article 5

Students shall select the required and elective courses offered by their respective departments in accordance with the course schedules and enrollment guidelines announced by the Office of Academic Affairs. Commencing with enrollment in compulsory and department-specific elective courses for the semester is required, with priority given to any previously failed required courses from the prior academic year before considering other elective courses.

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: At least one course, with a maximum of twelve credits.

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2. Undergraduate students

- A. All first-, second-, and third-year students, along with fourth-year students in the Department of Architecture, must take a minimum of twelve credits for the daytime program, whereas students in the night undergraduate program must take a minimum of ten credits. The maximum credit limit for first-year students is twenty-seven, and twenty-five for students in other years.
 - B. Fourth-year students and fifth-year Architecture students must take a minimum of nine credits and 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.
 - D. Students who have been approved to pursue studies abroad are prohibited from enrolling in courses at TKU during the period of their overseas studies.
3. Students in the Post-Baccalaureate Diversified Expertise Program may take a maximum of twenty-five credits per semester.

Article 7

Regulations on exceeding credit limits: A maximum of six additional credits may be taken per semester.

1. Graduate students who have been granted permission to enroll in additional study programs or undergraduate courses. Approval to enroll in additional off-campus internship courses during the summer allows for a maximum of three extra credits beyond the standard credit limit.
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:
 - A. Graduate students pursuing courses from other departments or programs, must secure approval from their own department supervisor, as well as the offering department's supervisor and course instructor. Such enrollment is limited to a maximum of two courses per semester.
 - B. Doctoral students may count up to twelve credits from doctoral courses taken in the doctoral program from other departments (or divisions) towards their graduation credit requirements. Courses from master's or executive master's programs will not be counted towards the graduation credits. However, up to nine credits from courses in the same department's master's or executive master's programs may be counted towards the graduation credit requirements.
 - C. Courses taken by master's and executive master's students in their respective department's doctoral program shall be counted toward the graduation credit requirements. Courses taken in the master's, executive master's program, or doctoral programs of other departments (or divisions) may be counted toward graduation credits up to a maximum of twelve credits.

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- D. Any department or division with its own regulations and the maximum credit limit counted towards graduation does not violate the aforementioned provisions, such regulations shall apply upon approval by the departmental and college affairs meetings.
2. Third-year undergraduates can take one master's 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

All-out Defense Military Education Training (II), Physical Education, and Campus and Community Service-Learning 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

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

Article 14

Undergraduate students must adhere to *TKU General Education Course Regulations* when selecting the general education courses.

Article 15

Additional regulations:

1. Graduate students
 - A. If a graduate student temporarily discontinues studies to go abroad for official purposes or to conduct research related to their thesis, the selection and recognition of credits shall be handled in accordance with the relevant regulations of the Ministry of Education.
 - B. The recognition of credit earned by graduate students during international exchanges relies on the existing agreement with the partner university.
2. Undergraduate Students

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- A. Students enrolled in or before the 2016 academic year must attend physical education for their first three years (six semesters), while those starting from the 2017 academic year need it for the first two years (four semesters). Those who need to make up or retake physical education courses must complete them in non-required years or during extended study periods, with the principle being that only one course should be made up or retaken per semester.
- B. For students enrolled in or before 2022 academic year, the compulsory curriculum entails ‘All-Out’ Defense Military Education Training (I) (for males) or Nursing (I) (for females) every semester in their first year.

Starting in the 2023 academic year, 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 program. 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 obtain approval through extra course application.
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 Center for Registration-Curriculum Development, Academic Affairs Office. 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 Center for Registration-Curriculum Development of the Office of Academic Affairs, triggering the following procedures:

1. Students exceeding the prescribed credit limit will be withdrawn upon achieving the requisite credit count.
2. Students with insufficient credits must add more to meet the requirement.
3. In cases of class time conflicts, one subject shall be mandatorily retained, while any overlapping subjects will be canceled.

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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 must 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.