

TKU Regulations on Student Course Selection

Secretariat Regulation No. 1140000020 (07/08/2025)

(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 shall follow the dates specified in the academic calendar and complete their initial course selection and add/drop courses via the online system. During the course selection period, undergraduate students shall 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

Courses not instructed in all English shall not be counted toward the graduation credits for students enrolled in all-English classes (divisions) of departments, graduate institutes, or degree programs; credits earned by graduate students from undergraduate courses shall not be counted towards the total credits required for graduation.

Article 5

Students shall, in accordance with the course schedules of each department or graduate institute and the course selection guidelines for the current semester announced by the Office of Academic Affairs, first complete the selection of required and departmental elective courses, and shall, insofar as possible, retake any required courses failed in the preceding academic year before selecting 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 (15) credits.

B. EMBA Program: At least one course, with a maximum of twelve (12) credits.

2. Undergraduate students

- A. All first-, second-, and third-year students, along with fourth-year students in the Department of Architecture, shall take a minimum of ten (10) credits. The maximum credit limit for first-year students is twenty-seven (27), and twenty-five (25) for students in other years.
 - B. Fourth-year students and fifth-year Architecture students shall take a minimum of nine (9) credits and a maximum of twenty-five (25) credits.
 - C. Students delaying their graduation may take a minimum of one course and a maximum of twenty-five (25) credits.
 - D. Students who have been approved to pursue studies abroad shall not enroll 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 (25) credits per semester.

Article 7

Regulations on exceeding credit limits: A maximum of six (6) 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 (3) extra credits beyond the standard credit limit.
- 2. Undergraduate students with an academic average in the preceding semester of eighty (equivalent to an "A" grade) or above, those who have been approved for academic minors, double majors, credit programs, and graduating students.

Article 8

Requirements for credits from external sources:

- 1. Graduate students:
 - A. Graduate students pursuing courses from other departments or programs shall 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 (12) 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 shall not be counted towards the graduation credit requirements. However, up to nine (9) 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

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graduation credits up to a maximum of twelve (12) credits.

- 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. Upon approval by the Office of Academic Affairs, third-year undergraduate students may take one master's or doctoral course per semester; graduating students may enroll in courses from other academic programs.

Article 9

Students shall choose courses without overlapping class times. In the event of any schedule conflict between courses, the semester grades for the conflicting courses shall be recorded as zero.

Article 10

Students shall complete prerequisite courses as per department regulations.

Article 11

For any course taken more than once, the course credits shall be counted toward the graduation credit requirement only once.

Article 12

All-out Defense Education Military Training, Physical Education, and Campus and Community Service-Learning courses do not contribute to the graduation credit requirement. Elective Physical Education courses may not be substituted for the mandatory Physical Education curriculum.

Article 13

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

Article 14

Undergraduate students shall 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 course 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

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exchanges relies on the existing agreement with the partner university.

2. Undergraduate Students

- A. Students enrolled in or before the 2016 academic year shall attend physical education in each semester of their first through third years. Beginning with students admitted in the 2017 academic year, Physical Education shall be a required course in each semester of the first and second years. Students required to make up or retake Physical Education courses shall 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 admitted in and before the 2022 academic year, the compulsory curriculum All-Out Defense Education Military Training (I) or Nursing (I) shall be required in each semester of their first year and may not be omitted. For incoming first-year students admitted in the 2023 academic year and later, they shall complete one semester of All-Out Defense Education Military Training (I) – National Defense Technology, which may not be omitted.
 - C. Students may select up to three General Education and Core Curriculum Courses per semester, with a maximum of one course per program. Graduating students may request approval from the Office of Academic Affairs for extra course selections.
 - D. During the add/drop period, five extra slots shall be reserved in the aforementioned courses, prioritizing graduating seniors for the online course selection, while those needing to make up for missed credits may obtain approval through an extra course application.
3. Before the preliminary course selection period, students shall 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

Students who fail to complete course registration up to the required number of credits in accordance with the regulations shall be suspended from school. If a student's course selection fails to comply with TKU regulations and remains uncorrected, the student's respective department or graduate institute shall notify the Center for Registration-Curriculum Development of the Office of Academic Affairs, which shall handle such cases in accordance with the following procedures:

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1. Students who have registered for courses exceeding the prescribed credit limit shall withdraw from courses until the number of credits complies with the requisite limit.
2. In the event of class time conflicts, one subject shall be mandatorily retained, while all other overlapping courses shall be withdrawn.
3. Students who fail to satisfy the prerequisite requirements for a course shall have that course withdrawn.

Article 17

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

Article 18

These regulations shall take effect on the date of promulgation following approval by the Academic Affairs Meeting; the same shall apply to any amendments hereto.