

Regulations for Student Course Selection, National Taipei University of Business

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- Article 1 These Regulations are formulated in accordance with the Academic Regulations of National Taipei University of Business (hereinafter referred to as the “University”) and the Academic Regulations of its affiliated Junior College.
- Article 2 Students shall take courses in accordance with these Regulations and the curriculum course list applicable to their year of admission. Each academic unit may, pursuant to these Regulations, formulate more stringent requirements and specify them in the curriculum course list applicable to the year of admission. Any amendments shall be processed in accordance with the University’s Regulations for Curriculum Amendments. Each department, program, and graduate institute to which a student is affiliated shall reserve a certain number of credits for students to take courses that are not included in the curriculum course list, and which may be counted toward the elective credits required for graduation.
- Article 3 The academic programs as referred to in these Regulations include the Five-year Junior College Program (hereinafter “Five-year Junior College”), the Two-year Junior College Program (hereinafter “Two-year Junior College”), the Two-year Undergraduate Program (hereinafter “Two-year Undergraduate Program”), the Four-year Undergraduate Program (hereinafter “Four-year Undergraduate Program”), and graduate students enrolled in master’s or doctoral programs. Equivalent grade level courses refer to the following: the fourth year of the Five Year Program is equivalent to the first year of the Two Year Junior College Program and the first year of the Four Year Undergraduate Program; the fifth year of the Five Year Program is equivalent to the second year of the Two Year Junior College Program and the second year of the Four Year Undergraduate Program; the third year of the Four Year Undergraduate Program is equivalent to the first year of the Two Year Undergraduate Program; and the fourth year of the Four Year Undergraduate Program is equivalent to the second year of the Two Year Undergraduate Program.
- Article 4 Course selection shall be conducted on the dates specified in the University academic calendar. Students shall complete course selection within the prescribed course selection period. Notes on course selection procedures shall be formulated by the Office of Academic Affairs and announced separately. Each teaching unit shall urge its faculty members to complete the course syllabus online and publish it online before the initial course selection period begins, so as to facilitate students’ reference and serve as a basis for teaching evaluation.

All teaching units shall refrain from making any entries or changes in the academic administration system relating to students' course selection within one month after the completion of course selection.

In the event of natural disasters or other force majeure circumstances, the Office of Academic Affairs may announce adjustments to stages of the course selection schedule.

Article 5 The minimum and maximum number of credits that master's students may take each semester shall be determined by each department/institute and shall be within the range of 3 to 18 credits; provided that the credits for writing the graduation thesis and for making up required prerequisite undergraduate foundation courses prescribed by the department/institute are not subject to this limit. Master's students may take undergraduate-level courses. The grades for such courses shall not be included in the semester GPA or the overall cumulative GPA, nor shall the credits be counted toward the graduation credit requirements; provided that courses jointly offered with the fourth year of the Four Year Undergraduate Program with the consent of the department/institute are not subject to this restriction.

Article 6 For the Day Division, the minimum number of credits per semester shall be no fewer than 16 credits for the first year of the Two Year Undergraduate Program and the first to third years of the Four Year Undergraduate Program, and no fewer than 9 credits for the second year of the Two Year Undergraduate Program and the fourth year of the Four Year Undergraduate Program. The maximum number of credits per semester for all years shall not exceed 25 credits; provided that the credit ceiling does not include retaken (make-up) courses, minor program credits, or double major credits.

Article 7 For the Continuing Education Division, students in the Two Year Undergraduate Program and the Four Year Undergraduate Program shall take no fewer than 9 credits and no more than 25 credits per semester. In the final semester, if the number of credits to be taken must be reduced due to special circumstances, supporting documents may be submitted for approval by the department chair, and the number of credits may then be reduced accordingly; however, it shall not be fewer than 5 credits.

Article 8 For the first three academic years of the Five Year Junior College Program, students shall take no fewer than 20 credits and no more than 34 credits per semester. For the last two academic years of the Five Year Junior College Program, students shall take no fewer than 12 credits and no more than 28 credits per semester. The maximum credit limit does not include credits for retaken (make-up) courses, minor program credits, or double major credits.

Article 9 For the Continuing Education Division, students in the Two Year Junior College Program shall take no fewer than 9 credits and no more than 28 credits per semester. For In-Service Program students, the maximum number of credits per semester shall in principle be 15 credits; however, for prospective graduates, the maximum shall in principle be 24 credits. The minimum shall in all cases be no fewer than 9 credits.

Article 10 Students' course selection shall comply with the following provisions:

- I. Students on a leave of absence may select courses only after completing the procedures for resuming enrollment.
- II. Students are not to take classes that create a scheduling conflict. Courses with time conflicts shall be voided. Courses already passed may not be retaken. If a student retakes a course that has already been passed, the credits earned from the repeated enrollment shall not be counted.
- III. Students shall take their required professional courses in their assigned class. Unless approved by the chair/director of the student's department or graduate

institute, students may not take such courses in other classes. For Military Training, Physical Education, and General Education courses, approval shall be granted by the director of the relevant center or office.

- IV. In addition to elective courses offered within the same educational program and the same department or graduate institute across different year levels, any other elective courses shall be subject to approval by the chair/director of the student's department or graduate institute. For Military Training and General Education courses, approval shall be granted by the director of the relevant office or center. Physical Education courses shall be handled in accordance with the course selection guidelines for Physical Education.
- V. Students may not take any course for which they have not completed the prerequisite course(s) In violation of the preceding provision, the grades for the course(s) taken shall not be counted toward graduation credits; however, this does not apply where approval has been granted by the course instructor or the head of the teaching unit offering the course.
- VI. For full year courses, if a student does not take the course consecutively, credits may be counted on a semester by semester basis.
- VII. For retaking (make-up) failed courses, if the course title, credits, and contact hours are not all identical, approval shall be obtained from the chair/director of the student's department or graduate institute. For General Education courses, approval shall be granted by the director of the Center for General Education.
- VIII. Where a student is unable, due to special circumstances, to meet the minimum credit requirement for a semester, the student may submit supporting documentation and, upon approval by the chair/director of the student's department or graduate institute, reduce the number of credits to be taken.
- IX. For Master's Program courses not offered in a given semester, with the consent of the thesis advisor and the chair/director of the department or graduate institute, students may take courses offered in the in-service master's program under the continuing education program. In principle, this is limited to two courses per semester.
- X. Students holding dual student status may not take, in the same semester, the same course number and section under different student ID numbers.
- XI. Students approved by the University to study abroad may not select courses at the University during the study abroad period. However, graduate students who have only the thesis remaining may, in the final semester of study abroad, enroll in the thesis course for graduation completion.
- XII. Exchange and visiting students studying at the University are not subject to prerequisite requirements and may be exempt from minimum credit requirements. However, where the offering department or graduate institute, or the course instructor, has additional requirements, such requirements shall apply.

Article 11 With approval from the chair of the relevant department, students may take higher year level courses or add one to two additional courses, and shall not be subject to the maximum credit limit.
Two Year Technical Program or Four Year Technical Program students taking Master's Program courses shall comply with the University's regulations governing the combined bachelor/master's degree program.

Article 12 The calculation Physical Education and Military Training credits shall be governed by the curriculum plan for the academic year of admission. Where such credits are not

counted toward graduation requirements, they may be exempt from the maximum credit limit per semester.

Article 13 After the course selection deadline each semester, students shall log into the Student Information System to confirm the courses taken in that semester. Except for the circumstances set out in Article 14 of these Regulations, special case applications for add or drop requests shall not be accepted.

Students shall confirm or download the course selection confirmation form via the Student Information System for record keeping. Courses taken each semester shall be determined based on the records in the Student Information System or the University Administrative Management System, and students may raise no objection.

After course selection data is confirmed for the semester, any course not selected will not be registered, even if a grade exists. Any course selected may not be waived without completing the course withdrawal procedure, and the course shall remain listed in the semester course record.

Article 14 After the course selection deadline, only the following circumstances permit students, before the end of the third week after the start of classes, to complete a “Student Report Form” and apply for adding or dropping courses with the course instructor, the department or graduate institute head, and the academic affairs unit:

- I. Prospective graduates who are unable to graduate due to missing required course credits.
- II. Prospective graduates who have insufficient credits will be forced to take a leave of absence.
- III. A selected course does not comply with the relevant departmental/graduate institute regulations.
- IV. The originally selected elective course is canceled.
- V. Other special circumstances approved through a special case application.

Article 15 After course selection is completed, if a student is unable to continue taking a course, the student shall, within two weeks after the midterm examination, and with the consent of the course instructor and the chair/director of the department or graduate institute, withdraw from one course:

- I. After the withdrawal, the total number of credits shall not be less than the minimum credit requirement prescribed for the applicable educational program.
- II. For a withdrawn course, the grade column on the transcript shall be marked “Withdrawn,” but the course shall not be included in credit or grade calculations.
- III. No refund shall be made for the credit fee of a withdrawn course, and attendance and absence records accrued prior to the withdrawal shall not be voided.
- IV. After the withdrawal, the course shall not be subject to the minimum enrollment requirement.

However, where a student faces a risk of withdrawal due to academic performance or has learning difficulties, the student may submit relevant supporting documents, and upon approval through a special case application by the office of the student’s department or graduate institute, apply for a reduced course load.

Article 16 Where a student retakes (make-up) a required course and the curriculum has changed between the old and new versions, the following shall apply:

- I. If a required course is changed to an elective course or is canceled, and with the consent of the chair/director of the department or graduate institute, the student may instead take another course with similar content. If the substitute course is a lower year level course not

offered to the student's own class, the student may take it only after obtaining the consent of the original course instructor and the chair/director of the department or graduate institute.

- II. If the credits of the retaken or made-up required course exceed those of the original course, the excess credits shall not be counted toward graduation credits.
- III. If the credits of the retaken or made-up required course are fewer than those of the original course, the credits of the revised course shall be counted. During the transition period between the old and new curricula, the recognition of credits taken shall be subject to the relevant rules set by the teaching unit offering the course.

Article 17 Minimum enrollment for elective courses is as follows: 18 students for Junior College elective courses; for University elective courses, where the course is offered to a single class at the relevant year level, 10 students, and otherwise 15 students; for Master's Programs with an approved admission quota of 15 students or fewer (inclusive), 3 students, and otherwise 4 students; and for Doctoral Program elective courses, 1 student. Where the number of students enrolled in an elective course does not meet the minimum enrollment requirement, the course shall be canceled. However, where a course must be offered due to special factors, and upon approval by the curriculum committee of the unit offering the course, the meeting minutes shall be submitted together with a special case application within one week after the course selection deadline for approval. The course offered shall count toward the instructor's basic teaching hours and shall be submitted to the college curriculum committee for filing for record.

Article 18 Inter-university course enrollment shall be handled in accordance with the University's Regulations for Inter University Course Enrollment. Off campus internships shall be handled in accordance with the University's Regulations for Off Campus Internships or the University's Guidelines for Offering Off Campus Internship Courses. Course selection by male students studying while performing military service shall be handled in accordance with the University's Implementation Guidelines for Flexible Study for Four Year Bachelor's Program Students Performing Military Service During Their Study Period.

Article 19 Matters not provided for herein shall be handled in accordance with the University's Academic Regulations and other relevant regulations.

Article 20 These Regulations shall become effective after being approved by the Academic Affairs Meeting and submitted to the President for promulgation. The same shall apply to any amendments thereto.