

National Sun Yat-Sen University Implementation Guidelines for Inter-institutional Course Selection

Amended and approved at the 77th Committee of Academic Affairs Meeting, Oct. 28, 1998

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Approved at the 146th Committee of Academic Affairs Meeting, Dec. 17, 2015

1. Under Article 28 of the University Act and Article 25 in Enforcement Rules of the University Act, NSYSU guidelines are enacted and set out to raise the level of inter-institutional collaboration, to fully utilize teaching resources and facilities and to increase accessibility for students to take courses offered by other institutions.

2. The implementation of NSYSU inter-institutional course selection scheme intends to include courses provided by all universities and independent colleges/institutes and in principle to include courses that are not offered by NSYSU during the current semester. NSYSU students on the continuing education program are not eligible for the scheme.

3. For undergraduate students of NSYSU, the sum of semester credits from other institutions cannot exceed more than 1/3 of the total required credits per semester.

For master's and Ph.D. students, the sum of credits cannot exceed more than 1/3 of the department's minimum credit requirement towards graduation

Semester grades from other institutions and from NSYSU will be combined; the total semester credits obtained from both NSYSU and other institutions cannot exceed the maximum credit limit.

4. Application needs to be submitted to the Office of Academic Affairs. Approvals need to be obtained from required department heads prior to proceeding with the inter-institutional course selection process at the course offering institutions. The faculty education program courses should be approved by the Center for Teacher Education and the general education courses should be approved by the Center for General Education. Please follow the course selection regulation of the course offering institute to select the courses. After completing the course selection process at the course offering institutions, one copy of the application form of inter-institutional course selection should be returned back to NSYSU Curriculum Division at the Office of Academic Affairs before the date listed on the application form (deadline for summer courses is July 31st). By doing so, the course selection record can then be considered as completed. For those who late or do not return the form to NSYSU, the course will be cancelled.

After the submission procedure is completed, no application for dropping courses will be accepted except for the reasons of timetable clashes or the chosen course being suspended due to insufficient number of students. For dropping courses with the said reason should

submit the approved document to NSYSU Curriculum Division at the Office of Academic Affairs no later than one week after the deadline of the add/drop course selection stage (deadline for summer courses is July 31st).

Students should follow the regulation and schedule of the course offering institutes to withdraw the inter-institutional course. Students are allowed to withdraw from up to 2 courses including inter-institutional courses, provided the total credits obtained after course withdrawal is made, cannot be below the minimum credit requirement.

5. Timetable clashes between chosen courses at other institutions and at NSYSU should be avoided. Courses involved in timetable clashes are considered void.
6. Non-NSYSU students who propose to select courses offered by NSYSU must obtain their university's approval. Semester course selection needs to be completed within the designated time period according to the university calendar of NSYSU, starting from the registration date until the deadline of the add/drop courses stage. Application will not be accepted after the deadline. The number of students who are able to select courses at NSYSU will be restricted. Credit fees are payable based on the number of course hours. Fees may be incurred for material costs and costs for apprentice programs. No application for refund or dropping course will be accepted after the course selection procedure is completed unless the chosen course is suspended due to insufficient numbers of students.
7. For Non-NSYSU students who take courses from NSYSU, grades and examination results will be determined according to the grading scale of NSYSU. After the examination and grade reports, the grades will be sent by the Curriculum Division to the institution of the student for reference purpose.
8. NSYSU students who are awarded credits for attending courses at foreign institutions that are officially recognized by the Ministry of Education are eligible to apply for credit transfer at the Office of Academic Affairs. Only up to 1/4 of the minimum credit requirement towards graduation can be from credits obtained in this circumstance.
9. For matters not mentioned here, please refer to other relevant regulations and guidelines.
10. The implementation guidelines have been approved at the meeting of academic affairs. The Ministry of Education has been informed with files. The same procedure applies for amendments.

(These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.)