

# National Sun Yat-Sen University Application Procedure for Inter-institutional Course Selection (including summer courses)

## 《NSYSU Students》

- 1、Please download application form from: website of Office of Academic Affairs/English/Forms/Students/print 「 Application Form for Inter-institutional Course Selection 」 ( in 2 original copies )
- 2、Complete the form with the attachment of course information provided by other institutions (including credits, timetable, and faculty members name) and course guide.
- 3、Approvals need to be obtained from required department heads and faculty members based on the sequence of approval indicated in the form.
- 4、Submit the signed and approved form together with the required forms of other institutions to ‘Curriculum Division’ at the ‘Office of Academic Affairs’ during working hours. (Please pay attention to the course selection deadline for the course offering institution).
- 5、Two days after the form is submitted, the form can then be collected from the ‘Curriculum Division’ at the ‘Office of Academic Affairs’ to proceed with the application process and credits fees payment at the course offering institution.
  - (1)NSYSU undergraduate students (excluding students who delay graduation) who propose to select courses at Taiwan Comprehensive University System (NCCU, NCHU and NCKU), NUK and KMU and NQU and NPUST and R.O.C. Naval Academy (excluding Faculty Education Program) do not have to pay for credit fees. Please be punctual when attending courses. For summer courses, fees are payable in accordance with the fee payment guidelines of the respective institutions.
  - (2)NSYSU master and Ph.D. students who propose to select courses at KMU do not have to pay for credit fees. Please be punctual when attending courses. For summer courses, fees are payable in accordance with the fee payment guidelines of the respective institutions.
- 6、Timetable clashes with courses selected at the home university should be avoided when selecting courses from other institutions. Travel time should be taken into account. In the case of timetable clashes, both subjects involved will be regarded as void.
- 7、After completing the course selection process at other institutions, one copy of the approved application form of inter-institutional course selection should be returned back 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). 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.
- 8、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 no. 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 31<sup>st</sup>).
- 9、Students could 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.

## 《Non-NSYSU Students》

### 1、Course Search：

To search for available courses in the semester, please go to **【website of Office of Academic Affairs/English/Link/Online Course Selection System/Course Search/Course Search by Semester/Course Search by academic year】**

### 2、Request for course selection ID and password:

Before the deadline of the add/drop course selection stage, go to **【website of Office of Academic Affairs/English/Link/Online Course Selection System/Course Network for students from other schools】**. Fill in personal information and request for a course selection ID (National ID) and passport

### 3、Adding Courses and Payment for Credits fees (no later than one week after the end of NSYSU add/drop courses stage):

(1) Before the deadline of the add/drop course selection stage, select courses within the timeline of each selection stage, go to **【Online Course Selection System/Login ID and password/Register to add courses】**

(2) 4 hours after completing the course adding procedure on the system, upload the inter-institutional course selection consent form signed by the student's university to **【Login Course Selection System/Related Information of Course Selection/Upload consent form from the original university】**。

(3) Once approvals from the Curriculum Division at the Office of Academic Affairs and the faculty member (for general knowledge courses, approval from Centre for General Education is also required) are made on-line, fee payment notification will be sent by email to the registered email address. Please print out payment form at **【Login course selection system/Related Information of Course Selection/print payment for credit fees of inter-institutional course selection (Non-NSYSU student)】** Payment needs to be made before the deadline via ATM bank transfer or at branches of Bank of Taiwan. If the faculty member does not approve an applicant, notification will be sent via email. For summer courses, the payment terms and methods are stated in Rule D as below. No further details will be given.

A. NSYSU Credit Fees are charged according to the type of student, college of the chosen course and teaching hours. Fees may be incurred for material costs or apprentice programs. Demands for refunds or course dropping will not be accepted except for courses being suspended due to insufficient number of students.

B. Undergraduate students (excluding students who delay graduation) of Taiwan Comprehensive University System (NCCU, NCHU and NCKU), NUK and KMU and NQU and NPUST and R.O.C. Naval Academy(excluding Faculty Education Program) do not have to pay for credit fees. Please be punctual when attending courses. Fees are chargeable for summer courses.

C. Master and Ph.D. students of KMU do not have to pay for credit fees. Please be punctual when attending courses. Fees are chargeable for summer courses.

D. Payment methods for summer courses: course offering will be available with a minimum of 17 registered students. Go to **【Login Course Selection System/Related Information of Course Selection/Print Payment Form for Summer Course】** Payment forms can be printed from the website. If the faculty member on the summer course does not approve an applicant, notification will be sent via email by NSYSU. Application for a refund can be made at the end of August.

### 4、 「 Notice for Non-NSYSU students Inter-Institutional Course Selection 」 will be sent via email by the

system. The course selection process at this point is completed. Please be punctual when attending courses.

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