

# National Sun Yat-Sen University

## Course Selection Guidelines

### 2016 Academic Year 1st Semester

- **Based on: Guidelines are established in accordance with the Academic Regulations of the University, Rule. 3, Article 10.**
- **Approved at the 148<sup>th</sup> Committee of Academic Affairs Meeting, May 30, 2016**
- **Course Selection System : <http://selcrs.nsysu.edu.tw/>**
- **Advised to use the IE Browser.**

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**1. Course Selection Schedule:** (Please follow the schedule, except for unusual circumstances, application cannot be accepted after the deadlines.)

Stage	Start Dates	End Dates
105-1 Course Search	<b>6/ 22(Wednesday)09:00</b>	
Confirm mandatory courses	<b>7/ 14(Thursday) 09:00</b>	<b>9/ 23(Friday) 17:00</b>
Departmental mentoring program for course selection	<b>7/ 14(Thursday) 09:00</b>	<b>9/ 23(Friday) 17:00</b>
Inter-institutional course selection (NSYSU students) 【Please follow the schedule for inter-institutional course selection 】	<b>8/ 18(Thursday) 09:00</b>	<b>9/ 23(Friday) 17:00</b>
Credit Overload Application (Forms available from the website, printed application is required )	<b>7/ 14(Thursday) 09:00</b>	<b>9/ 23(Friday) 17:00</b> (Pay attention to the printing and approval dates )

**【Pre-selection】**

Pre-selection1	<b>7/ 14(Thursday) 09:00</b>	<b>7/ 18(Monday) 17:00</b>
Pre-selection1 《Result announcements》	<b>7/ 19(Tuesday)14:00</b>	
Pre-selection2	<b>7/ 21(Thursday) 09:00</b>	<b>7/ 25(Monday) 17:00</b>
Pre-selection2 《Result announcements》	<b>7/ 26(Tuesday) 14:00</b>	

**【Preliminary selection】**

Preliminary selection1	<b>8/ 18(Thursday)09:00</b>	<b>8/ 22(Monday) 17:00</b>
Preliminary selection1 《Result announcements》	<b>8/ 23(Tuesday)14:00</b>	
Preliminary selection2	<b>8/ 25(Thursday)09:00</b>	<b>8/ 29(Monday) 17:00</b>
Preliminary selection2 《Result announcements》	<b>8/ 30(Tuesday) 14:00</b>	

**【Add/Drop Courses】**

Add/Drop Courses 1	<b>9/ 19(Monday)09:00</b>	<b>9/ 20(Tuesday) 17:00</b>
Add/Drop Courses 1 《Result announcements》	<b>9/ 21(Wednesday) 14:00</b>	
Add/Drop Courses 2	<b>9/ 22(Thursday)09:00</b>	<b>9/ 23(Friday) 17:00</b>
Add/Drop Courses 2 《Result announcements》	<b>9/ 26(Monday) 14:00</b>	

**【Exceptional Circumstances】**

Exceptional Circumstances (Forms are available from the website, printed application is required )	<b>9/ 27(Tuesday) 09:00</b>	<b>10/ 3(Monday) 17:00</b> (Pay attention to the printing and approval dates )
Confirm course selection records	<b>9/ 27(Tuesday) 09:00</b>	<b>10/ 10(Monday) 17:00</b>

## 【Course Withdrawal】

Course Withdrawal (Forms are available from the website, printed application is required )	<b>12/ 2(Friday) 09:00</b>	<b>12/ 9(Friday) 17:00</b> (Pay attention to the printing and approval dates )
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※ For all course selection procedures at all stages, please refer to (4: Guidelines and instructions for Course Selection by Stages) (click on each stage above for more information)

## 2. Before Course Selection:

### (1) Course Selection System Website:

A. 「Course Selection System」 : <http://selcrs.nsysu.edu.tw/>

New students who select courses for the 1st time, the preset password is the last 6 digits of personal ID. Before start the course selection procedure, please change the password first to avoid changes being made by other people. For password inquiry, go to the course selection website/Student no. and password inquiry/Inquiry regarding password. Inquiry can also be made at the Curriculum Affairs Division with student ID.

B. 「Operating Instructions on Course Selection」 : Course Selection System website  
/Regulations/Operating Instruction

C. 「Course offerings search for the semester」 : Course Selection System website/Course Inquiry  
/Current Course

D. 「Maintenance for the most used email account」 : Course selection system  
website/Log-in/personal toolbox, please register the most used email account to avoid  
missing information sent by the University (To avoid missing emails, students are advised to  
use student email accounts).

E. Result announcements for course selection : Please confirm the course selection results for the  
semester on the website during the selection period to ensure an accurate result for the course  
selection, regardless of whether a student selects a course or not.

(a) Results of course selection: Please go to Course selection system/Log-in/Results of course  
selection

(b) Please confirm the course selection results for the semester on the website during the  
selection period. For those who fail to confirm their selection on the website before the  
deadline, the information stored in the system will be deemed as official and final. Changes  
cannot be made. (Based on the decision made at 122th Academic Affairs Meeting)

### (2) Course Selection Inquiry:

A. Questions about course selection : Questions can be email to [acad-c@mail.nsysu.edu.tw](mailto:acad-c@mail.nsysu.edu.tw)  
together with student ID before the selection deadline. Responses are made within 2 working

days. No demand can be made on the ground of system problem after the deadline.

**B. Contacts for departments/centers (internal extension no.) :**

Chinese : Chinese Literature Department (3051)

English Language : Foreign Language Department (3214)

General education courses : Humanities and Social Sciences(5852), Applied Science(5853),  
Sports and Health (5865), Service Learning (5870),

Mandatory Specialty courses : Office of Departments

Curriculum Affairs sections: (2130~2134)

**C. Departmental mentoring on course selection: course map <http://epp.nsysu.edu.tw/>**

Before course selection:

(1) Please check information for lists of mandatory courses, course structure of general education, Academic Regulations of NSYSU, Guidelines from Academic Affairs on course selection and add/drop courses.

(2) Please discuss your choices with supervisors/staff of the departments before adding/dropping courses

### **3. Course Selection Instructions :**

(1) The probability of being offered a place on a selected course at each stage is the same.

"First-come, first-serve" mechanism is not used on the system. There is no urgency to get on-line at the beginning of each stage. To avoid overloading the website, please check codes for all courses before the selection. There are two steps involved in each course selection stage. When adding courses at the course selection stage, please confirm the result on the website after the announcement is made. The system will immediately release an offering place when a course is dropped. If a course is dropped by mistake, it needs to be selected again on-line and a place will be re-allocated according to the priority order.

(2) After "Add courses" :

**A. 【Register courses】** : Students must check if a course registration is successful after result announcements are made on the website.

**B.【List of Unsuccessful Course Registrations】**: Unsuccessful Course Registrations. Selections need to be made again according to the instructions.

**C. 【Timetable clashes】** :Multiple choices can be made for the same time slot. The system will provide a result based on personal preferences. If the result clashes with a pre-allocated and confirmed course, the confirmed course will be deemed as the final result.

(3) The system will delete the choice once a course is dropped. If a course is dropped by mistake, it needs to be selected again on-line and a place will be re-allocated according to the priority order

**【5. Priority Criteria for Course Selection】**

(4) If not intending to take courses that are being pre-allocated or successful course registration at

pre-selection and add/drop courses stages due to issues regarding course waivers, prerequisite courses, course retake ( already completed), students should take initiative to drop their selection. If the student fails to do so, it will be regarded as "voluntarily select the course for the semester".

- (5) Failing to attend a confirmed and pre-allocated course or courses that were offered a place at any given stage for more than 2 weeks (starting from the deadline of the add/drop course, excluding holidays) will result in the student being dropped from the course by the department or the faculty member. A formal notification will be issued and no appeal will be accepted.
- (6) Only students of Faculty Education Program have the option to select courses at pre-selection stage 2 and preliminary selection stage 2. All students are allowed to make selection at add/drop courses stage. **【Credit fees are payable for the course】**
- (7) Liberal arts courses and practical experience courses accounts for a total of 14 credits.
- (8) Select 2 courses from different course categories in Sports and Health (including course retaking or credit recovery program; 1st and 2nd year students cannot select Sports and Health courses beyond their academic years (elective courses); Sports and Health: For special classes, please apply to the Centre for General Education. Intensive courses are only available for athletes representing NSYSU. The student who gained a place at the University through 'outstanding sports awards" must select 「Sports and Health: sports fitness and swimming for beginners (one credit for each course)」, 「Sports and Health: Intensive training for beginners 」 for 2 semester (2 credits in total) and 「Sports and Health- Intensive training for advance level 」 for 2 semester (4 credits in total).
- (9) At each stage, please check on the website for「Result announcements for course selection」and print out the records; After the stage of add/drop courses, no formal course selection records (print version) will be given. Please visit the website for your own course selection records. No change can be made after the deadline.
- (10) On the page of **【Current course inquiry】**at the Course Selection System, the displayed number in the "click" box represents the number of students who have selected the course but have not been placed. Before selecting a course, please check the number first. When the course click number exceeds allowed numbers for the course, please assess the possibility for a successful registration to avoid disappointment.
- (11) Course selection should be made according to individual interests and schedules. Do not limit your choice to a specific faculty member to avoid any negative impact on your study and graduation.
- (12) Be aware of the course requirements before making a choice. Priority is given to those who have not taken the course before.

## **4. Instructions and Guidelines for Each Selection Stage**

- (1) Confirmation on mandatory courses** ( please make the confirmation yourself, select the mandatory courses that are not shown in the system)

- A. To allow students to prioritize mandatory courses, students need to confirm the course selection on mandatory courses before proceeding to add/drop courses. Please enter the system (log-in with account ID and password)/confirmation of pre-allocated course. Select courses in 『Reserved courses』 and press 『send』 to confirm. If a confirmation is not made for the "reserved courses", the priority right to study such courses will be gone. Students who are required to take those courses need to select the courses again.
- B. If the confirmation is still not made before the deadline of the add/drop course stage, it is regarded as unsuccessful enrollments into the mandatory courses. Those who merely intend to study mandatory courses are advised to take extra precaution. If a course confirmation is not made on the website, they are deemed as not taking the course.
- C. If any multiple mandatory courses are not listed as pre-allocated courses, students should confirm and make the necessary selection.
- D. Due to various factors involved in scheduling course selection, the system is unable to factor in all conditions where students may not have to or are not allowed to take certain courses including credit waiver, prerequisite courses, course retaking, etc. Please make sure a course is dropped when not intending to study the course.

## **(2) Credit Overload Request**

- A. Please go to the course selection system (login ID and password)/Related information on course selection/print 【Credit Overload Application Form】 When intending to register excessive no. of courses without prior request for credit overload, courses with lower priority will be deleted.
- B. Applicants for credit overload should submit the application form prior to conducting the course selection on the website. °
- C. Maximum no. of semester credits allowed: undergraduate degree-25 credits, master's degree (continuing education program)- 12 credits, masters and Ph.Ds.-15 credits.
- D. 1-2 subjects above this limit (credit overload) is allowed for undergraduate students. Students of continuing education program need to compile a course study plan with the required documents.

## **(3) Inter-Institutional Course Selection (NSYSU students)** (Please follow the course selection schedules of the course offering institute)

- A. Visit : NSYSU Office of Academic Affairs/download form/course selection/Print 『Inter-institutional course selection (NSYSU students)』 Please prepare two copies of the form along with the information of the course offering institute (including the department, course title in Chinese/English, credits and timetable) and course guideline.
- B. 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 31<sup>st</sup>). 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.

- C. Selecting courses from other institutes should be due to course unavailability for the current semester at NSYSU. 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.
- D. For NSYSU undergraduate students, the number of credits taken at other institutes cannot exceed more than 1/3 of the total number of credits awarded for the semester. For masters and Ph.D. students, the no. of credits cannot exceed more than 1/3 of the total credits required for graduation.
- E. Article 67, NSYSU Academic regulation: students of continuing education are not allow to select courses from other institutions.
- F. 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.
- G. NSYSU master and Ph.D. students who propose to select courses at NCKU and KMU (excluding NCKU 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.
- H. Three working days after the submission of the application form, students can check with the course selection /login ID & password/results of course selection

**(4) Pre-selection 1** 【General education courses are only available for students who will go on to be 2nd~4th year undergraduate students. (For students of other educational systems, selection on those courses can be made at the add/drop courses stage. )】

- A. Add courses: At this stage, points allocation is used for adding courses. Three courses can be selected in each category. Once a choice is confirmed, 'register to add courses' will appear on the top of the course selection page.  
How to allocate points: Allocate points into different courses in the same category based on personal preferences. 0~100 points can be given.  
Drop courses: Once the course selection form is sent, the course will be immediately deleted by the system. Mistakenly dropped courses need to be re-selected again. The selection process is based on  
【5. Course Selection Priority Order】
- B. For the undergraduate degree course structure for general education, please visit the website of Centre for General Education.
- C. General education courses : 3 courses can be chosen in each category.

- (a) Language Courses : Two categories: (1)Chinese (2)English ; 100 points for each category
  - (b) Inter-college course selection : 100 points
  - (c) Liberal Arts courses: 100 points
  - (d) Service Learning courses: 100 points
  - (e) Sports and Health: 100 points
- D. Students are advised to select courses according to the mandatory course list for each semester so not to miss the priority right to select such courses with possible impact on future course selection.
- E. Applied courses (including military training) can be selected by undergraduate students at the Pre-selection 2 stage; and by post-graduate students at the add/drop courses stage.
- F. Limits on numbers of courses selected:
- (a) Inter-college course selection: Limited to 1 course. At the add/drop courses stage, an additional 2nd course can be selected.
  - (b) Liberal Arts courses: students who started between 2006~2010 can select up to 2 subjects. Students who started in 2011 can select up to 1 course before the preliminary selection stage (a 2nd course can be selected at the add/drop courses stage)
  - (c) Sports and Health: Up to 2 courses (including course retaking or credit recovery)
  - (d) Other courses : Maximum 1 course
- G. At the Preliminary selection stage, some places are reserved on Pre-selection stage for 1st year new students so they can select certain courses at the Preliminary selection stage.

**(5) Pre-selection 2** 【Only for 2nd~4th year students-to-be to select general knowledge and specialty courses (excluding new undergraduate students of this academic year), masters, Ph.D. and continuing education program students (including masters' students of this academic year)

- A. Add courses: 『Listing priority number』 Number cannot be repeated. Once the course selection form is sent, “register or add” will appear on the top of the course selection page. 【for example】 The correct way to write down priority numbers for three courses are: 1,2,3; the incorrect way is: 1, 1, 1

How to select priority numbers: To add courses, up to 3 liberal arts courses can be selected depending on personal preferences. A priority number is assigned to each choice and cannot be repeated. Up to 15 courses can be given priority numbers. When adding multiple courses, giving different priority numbers to multiple courses for the same time slot will result in a "timetable clashes" message appearing on the personal timetable. The system will select one subject based on the priority order. However if the selected choice clashes with a mandatory course, the mandatory course will be kept as the final choice.

Drop courses: once the confirmation is sent, the system will immediately delete the record. If a course is dropped by mistake, it needs to be re-selected and a place will be re-allocated according to 【5. Priority Criteria for Course Selection】

B. Applicable courses and students

Type of student \ Course Category	Undergraduate Course (General Knowledge & Specialty course)	Master's course	Ph.D. course	Faculty Education Program	Masters degree, Continuing education
Undergraduate students (to become 2 <sup>nd</sup> year~4 <sup>th</sup> years current students)	V	V (3rd~4th year undergraduate students)		V (Faculty Education Program students only)	
Masters/Ph.D. students		V	V	V (Faculty Education Program students only)	
Students of continuing education of masters degree		V	V	V (Faculty Education Program students only)	V

C. Specialty courses for 1 year students are reserved for selection at Preliminary selection stage.

**(6) Preliminary selection 1** 【General education courses are only available for incoming 1st year undergraduate students. (For students of other educational systems, selection on those courses can be made at the add/drop courses stage. )】

A. Add courses: Same as Pre-selection 1 stage, 『Points allocation』 scheme is applied at this stage. Up to 3 courses can be selected at each category. Once the selection form is sent, ‘register to add courses’ will appear on the top of course timetable page.

How to allocate points : Allocate points into different courses in the same category based on personal preferences. 0~100 points can be given.

Once the course selection form is sent, the course will be immediately deleted by the system.

Mistakenly dropped courses need to be re-selected again. The selection process is based on 【5. Course Selection Priority Order】

B. For the course structure in general education, please visit the website at ‘Centre for General Education’ for its annual structure of general education courses.

C. The regulations and contents for general education courses at this stage is the same as the Pre-selection 1 stage. Please refer to the information above.

## (7) Preliminary selection 2

A. This stage applies the same rules of 『Listing priority number』 as in pre-selection 2 stage. Numbers cannot be repeated. Once the course selection form is sent, “register to add” will appear on the top of the course selection page. 【for example】 The correct way to write down the priority number for three courses is: 1,2,3; the incorrect way is: 1, 1, 1

How to select priority number: To add courses, up to 3 liberal arts courses can be selected depending on personal preferences. A priority number is assigned to each choice and cannot be repeated. Up to 15 courses can be given priority numbers. When adding multiple courses, giving different priority numbers to multiple courses for the same time slot will result in "timetable clashes" and the message will appear on the personal timetable. The system will select one subject based on the priority order. However if the selected choice clashes with a mandatory course, the mandatory course will be kept as the final choice.

Drop courses: once the confirmation is sent, the system will immediately delete the record. If a course is dropped by mistake, it needs to be re-selected and a place will be re-allocated according to 【5. Priority Criteria for Course Selection】

### B. Applicable courses and students

Course Category Type of student	Undergraduate Course (General Knowledge & Specialty course)	Master's course	Ph.D. course	Faculty Education Program	Masters degree, Continuing education
Undergraduate students	V	V (3rd~4th year undergraduate students)		V (Faculty Education Program students only)	
Masters/Ph.D. students		V	V	V (Faculty Education Program students only)	
Students of continuing education of masters degree		V	V	V (Faculty Education Program students only)	V

C. At the stage of preliminary selection 2, the teaching and research practice courses of learning adjunct assistant are available for post-graduate students.

## (8) Add/drop courses 1, 2

A. This stage applies the same rule as preliminary selection 2 by 『Listing priority number』 . Numbers

cannot be repeated. Once the course selection form is sent, “register to add” will appear on the top of the course selection list. 【for example】 The correct way to write down the priority number for three courses is: 1,2,3; the incorrect way is: 1, 1, 1

How to select priority number: To add courses, up to 3 liberal arts courses can be selected depending on personal preferences. A priority number is assigned to each choice and cannot be repeated. Up to 15 courses can be given priority numbers. When adding multiple courses, giving different priority numbers to multiple courses for the same time slot will result in "timetable clashes" and a message will appear on the personal timetable. The system will select one subject based on the priority order. However if the selected choice clashes with a mandatory course, the mandatory course will be kept as the final choice.

Drop courses: once the confirmation is sent, the system will immediately delete the record. If a course is dropped by mistake, it needs to be re-selected and a place will be re-allocated according to 【5. Priority Criteria for Course Selection】

B. Applicable courses and students

Course Category Type of student	Undergraduate Course (General Knowledge & Specialty course)	Master's course	Ph.D. course	Faculty Education Program	Masters degree, Continuing education
Undergraduate students	V	V (3rd~4th year undergraduate students)		V	
Masters/Ph.D. students	V	V	V	V	
Students of continuing education of masters degree	V	V	V	V	V

C. When being unable to obtain a place for the course at the add/drop courses stage 1, selection needs to be made again at Add/drop courses 2 on the website.

D. An additional 2nd course from inter-college course selection and liberal arts can be selected at the add/drop courses 2 stage.

E. At this stage, all selection requirements are removed for specialty courses which are now open to all students to select, except for 「courses available for Ph.D. students only」 and courses offered by the Department of Music and the Department of Theater Arts: 「for students of the department only (specific academic year)」 and courses offered by the IBMBA Program with specific selection requirements. (129th and 148th Academic Affairs Meeting)

F. Before the deadline of this stage, the faculty member can select students to be prioritized from the list of unsuccessful applicants depending on their attendance records. Students who are selected in a priority list still have to register on line to add the course.

## **(9) Exceptional Circumstances in Course Selection**

- A. Go to course selection system (login ID and password)/ Related information on course selection/print out the form **【Application for Exceptional Circumstances in Course Selection】**
- B. If the application for specialty courses meets any of the following conditions, the application form should be submitted to the Curriculum Affairs Division before the deadline, if not the application will be rejected and returned back to their corresponding departments.
- (a) Undergraduate students who fail to obtain sufficient credits required for each semester are restricted to add specialty courses or general education courses offered by their departments only
  - (b) If a selected course has been suspended, students are allowed to select other courses that are approved by the faculty members.
  - (c) Drop courses that approved credit waiver or repeated courses.
  - (d) Add mandatory courses that are not successfully selected.
  - (e) Courses chosen at 『Add courses』 stage do not meet the requirements of courses with "limitations" and "prerequisites". (Credits awarded from such courses will be handled according to related regulations)
  - (f) 1st and 2nd year of undergraduate students who apply to add 『master's degree courses』
  - (g) The student who has a 100% attendance record but is left without a place on an over-subscribed course is allowed to add the course once being approved by the faculty member. (The number of students permitted in the course is determined by the faculty member).
  - (h) Credits on the added courses have impact on graduation or any other reasons (please provide a detailed explanation report)
- C. For general education courses, applicants who meet any of the following requirements excluding point (f) can submit their applications at the Center for General Education with the required information (required files are listed in the stamp zone at the application form); unqualified applicants (i.e those who obtained lecture's signature only) will be rejected and returned to their departmental offices.
- (a) Undergraduate students who fail to obtain sufficient credits required for each semester are restricted to add general education courses only.
  - (b) If a selected course has been suspended, students are allowed to select other general education courses that are approved by the faculty members.
  - (c) Drop general education courses that approved credit waiver or repeated courses.
  - (d) Failed to obtain any general education courses (excluding Chinese Language and English

Language Courses)

- (e) Credits on the added general education courses have impact on graduation or any other reasons (please provide a detailed explanation report)
- (f) Unsuccessful applicants of Chinese language or English language courses, please submit applications to the Chinese Language department and Foreign Languages Department (application forms with faculty member's signature only will not be accepted)
- D. Applications for alteration of course selection is processed by the 『course code』 written in form. Once the final announcement is made, no application for alteration will be accepted. Please pay attention when filling in the form.
- E. Once the application form is stamped and submitted, it can be confirm after 3 working days on the course selection website/login ID and password/current results of course selection

## **(10) Confirmation of Course Selection Records**

- A. This stage follows the guidelines as set out in the NSYSU students official confirmation of course selection records, approved by 122th Academic Affairs Meeting.
- B. Go to the course selection website (login ID and password)/Inquiry regarding course selection result/select 『Confirming the course selection for this semester』 /Confirm
- C. Students are strongly requested to confirm their course selection records (already selected courses, unsuccessful selection, mandatory and elective courses) on the website as the selection result has a tremendous impact on the academic work and rights of the students as the selected courses are the basis of the final marks for each semester. Issues can be raised to the Curriculum Affairs Division at Office of the Academic Affairs, before the deadline. For those who fail to confirm their selection on the website before the deadline, the information stored in the system will be deemed as official and final. Changes cannot be made. (Based on the decision made at 122th Academic Affairs Meeting)
- D. At the end of the add/drop courses stage, no official print version of the course selection will be issued. Please print out your course selection records yourself.

## **(11) Course Withdrawal**

- A. Please go to the course selection system (login ID and password)/Related information on course selection/print 【Course Withdrawal Form】
- B. Students are allowed to withdraw from up to 2 courses, provided the total credits obtained after course withdrawal is made, cannot be below the minimum credit requirement. Courses will be listed in the university report with the course withdrawal sign next to them but will not be counted as part of the academic record.
- C. If the application for course withdrawal is submitted 2/3 into the semester, credit fees (tuition fees) will not be refunded. Payment still needs to be made for the unpaid fees

D. Application for course withdrawal from distance learning courses will not be accepted.

E. 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. **(146th Academic Affairs Meeting)**

F. Once the application form is stamped and submitted, please confirm the record within 3 working days on the course selection website/login ID and password/ Inquiry regarding course selection result/ Information on current course selection

G. Should there be any other questions, inquiries can be made at the Curriculum Affairs Division of the Office of Academic Affairs before 16th Dec. 2016. Cases will not be dealt with after the deadline.

## 5 、 Priority Order for Course Selection

Priority sequencing Course category		1	2	3	4	5	6	7	8	
Chinese and English language		Limitations and priority criteria.	Points 、 Priority Number	1st year	4th year				Other education systems No.	Random
Liberal Arts courses		Limitations and priority criteria	Points 、 Priority Number	4th year	2nd year	3rd year			Other education systems No.	Random
Sports and Science	1st year	Limitations and priority criteria	Points 、 Priority Number	1st year	4th year				Other education systems No.	Random
	2nd year	Limitations and priority criteria	Points 、 Priority Number	2nd year	4th year	3rd year			Other education systems No.	Random
	Elective courses	Limitations and priority	Points 、 Priority Number	4th year	3rd year				Other education systems No.	Random

		criteria							
Service Learning	Limitations and priority criteria	Points · Priority Number		2nd year	4th year	3rd year		Other education systems	Random No.
Inter-college course selection	Limitations and priority criteria	Points · Priority Number		2nd year	1st year	4th year			Random No.
Specialty courses	Limitations and priority criteria	Department/class	Different classes in the same year	Different academic years of the same department	Subsidiary degree and double major	Other education systems of the department	Students of other departments	Points Priority Number	Random No.
Faculty Education Program	Limitations and priority criteria	Points · Priority Number							Random No.

1. Priority Order for Course Selection is conducted in accordance with the above table together with course requirements and limitations. (Withdrawing from a selected course and adding the same course back again will follow the same principle).
2. Whether a course selection is successful is determined by allocation of points and preference order. The strategy of point allocation affects the probability of course selection: Priorities are given to students for courses offered by the class/the department to which the student belongs. Students do not have to waste points /preferences on those courses

## 6. Regulations for Course Selection

### (1) "Course Selection": Rule 3, Article 10 of Academic Regulation

- A. Students must conduct the course selection process according to the course offerings announced by their departments/colleges each semester and the Course Selection Guidelines
- B. Deadline to add, drop or withdraw courses should be strictly followed. Confirmation needs to be made on the website before the deadline. No change can be accepted after the deadline.
- C. Registration of credits for the student is based on official selection records held by the Office of Academic Affairs. Reports/credits for non-selected courses cannot be accounted for. If no grading records are shown on the selected courses, "X" grade will be given (0% if applicable) and counted as part of the academic performance of the semester. (Students must visit the website to make sure the system has accurate information in the course selection records and on the intended study courses).

### (2) Article 11 of the Academic Regulations: The 1st, 2nd and 3rd years of undergraduate students

are required to take at least 15 credits worth of courses per semester; whereas the requirement for 4th year students is 9 credits per semester. Special exception may apply with prior approval from the Head of Department/College to request credit overload or credit reduction on a maximum of 2 subjects. Students with extended study years are only allowed to select courses that are in need of retaking. Students with incomplete course credits from the 2nd semester can submit an application for suspension from the University and registration will not be required, however once registration is made, students must choose to study at least one subject.

**Article 55 of Academic Regulation:** Post-graduate students (master's and Ph.D.) can take up to 15 credits per semester. To exceed the limit, approval from the Head of the department is required.

**Article 67 of Academic Regulation:** Master's degree students in a continuing education program can take up to 12 credits per semester. To exceed the limit, approval from the head of the department is required. Students in a continuing education program are not allowed to select courses from other universities.

**Article 28 of Academic Regulation:** Registered students who fail to complete the course selection procedure or who select insufficient credits worth of courses before the deadline of the add/drop course selection are regarded as unable to comply with the Academic regulation and will be required to be suspended from the university. Students will be expelled from the university at the end of suspension period.

- (3) **Article 12 of Academic Regulation:** When timetable clashes occur in the course selection, the selection will be cancelled.
- (4) **Article 13 of Academic Regulation:** "Inter- Institutional Course Selection Guidelines" must be followed to select courses from other academic institutes,
- (5) If students fail the 1st semester course on a one-year course, he/she is allowed to continue studying the 2nd semester course. The student is required to retake the failed course of the 1st semester. Credits obtained from the following conditions are not recognized towards graduation: completion on only half of the one-year long course, taking a 2nd semester course before taking the 1st semester course first (incorrect order for course taking), and retaking courses that have been previously given credits for or been qualified for credit wavier. Shall any circumstances apply to any of the described condition mentioned above students should take initiative to drop their selection. (**Academic Regulation, Articles 40 and 42**)
- (6) To ensure an efficient administration process, both faculty members and students should strictly follow the required deadline for actions on add/drop courses, course selection adjustment and alteration on course scheduling. Applications will not be accepted after the deadline. (**2nd Administrative Meeting in 2008**)  
The information stored in the course selection system will be deemed as firm and final, should the student fail to confirm his/her selection record on the website. (**122th Academic Affairs**)

## **Meeting)**

- (7) According to the regulations for the general education courses, students who delay their graduation for general education courses will still have to pay the fees based on the course hours. For post-graduate students and undergraduate students with an extension of study and fees paying exchange students, when the number of credits and the number of hours for one course differs, the payable fees are calculated in the same way as inter-intuitional courses or summer courses, depending on the types of students, course offering departments and total hours of the courses. (Total credits are calculated on the basis of the total no. of course hours) **(105th and 148th Academic Affairs Meeting)**

Full tuition fees will be charged when undergraduate students with an extension of study take more than 10 credits of standard courses.

At the add/drop course stage, the Faculty Education Program is available for all students to choose. Credit fees are chargeable.

All selected courses will be cancelled and student suspension procedure will be activated if a full payment of fees is not made within one week after the deadline. **(Academic regulation Article 10, Rule 1, Payment Terms and Conditions)**

- (8) For students who select any language related course that are offered by Foreign Languages Department (including courses offered by other supporting departments, including English listening training courses and translation courses), a fee for "Language Learning and Practice" will be charged each semester. For more information, please contact Foreign Languages Department **(7th Administrative Meeting, 2nd semester 2008)**
- (9) Credits awarded by Sports and Health courses will not be used as part of the minimum credit requirement towards graduation. Credits for these courses cannot be transferred to waive off credits on mandatory courses. The credit will however be counted as part of the average scores for the semester. **(Centre for General Education Course Selection Guidelines for Sports and Health)**
- (10) Master degree/Ph.D. students are not allowed to select courses offered by the Continuing Education Department.

For undergraduate students who intend to take master degree courses : (1) 1st and 2nd year students need to obtain approval from course faculty member and the department before adding a course in the "Exceptional Circumstances" stage. (2) are not allowed to take integrated courses for master degree and Ph.D., or courses of continuing education.

Undergraduate students who take courses for master s' degrees, credits awarded by the courses will be included as part of the credit requirement in order to determine whether he/she will be suspended from the university. **(84th Academic Affairs Meeting)**

- ( 11 ) For students of master degrees and Ph.D. who obtained grades from courses offered for undergraduate students, the given marks will only be listed in the university reports (regarded as subjects being studied in the semester). The grade will not be counted towards credits or the minimum requirement for graduation. The grade is also not recognized as part of the academic performance for both the semester or towards graduation. Credit fees will not be incurred. (Exclusive of Faculty Education Program). **(52th and 66th Academic Affairs Meetings)**
- ( 12 ) **Article 37, Academic regulation:** Academic performance is evaluated by multiple methods of assessment. Faculty members judge the performance of the student based on reports, general performance, exhibitions, mid-term exams and final exams for each semester. Assessment criteria are listed in the Curriculum Outlines. Exam schedules are determined according to the University calendar and are subject to change depending on individual faculty members. All changes must follow the University guidelines.
- ( 13 ) A maximum of 50% of the total credits for graduation can be from credits awarded from distance learning program. **(University Distance Learning Program Guidelines by Ministry of Education)**
- ( 14 ) Course selection should comply with the rules and regulations. Any breach of regulations will face necessary liability.
- ( 15 ) Any matters not mentioned here are dealt with in accordance with University regulations.

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

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NSYSU Guidelines for Course Codes

New guidelines for NSYSU Course Code were amended and approved on 124th Academic Affairs Meeting 15th June 2010, effective from 1st semester of 2011 Academic year.

Course Code							
English Abbreviations of departments				Level code	Course Type Code		Class
X	X	X	X	1	0	1	A

1. English Abbreviations of departments: English abbreviations of the course-offering department.
2. Level Code: Educational system the course is offered to:
  - (1) 1~4 undergraduate degree course
  - (2) 5~6 masters degree course
  - (3) 7~8 Ph.D. courses
  - (4) 9 Continuing education courses
3. Course Type Code: Type of course and level suitability (From 01 to 99, the more basic the course, the small the number is. )
4. Class: If more than one class is offered with the same name in the same department, a class code will be used (A to Z)