

National Sun Yat-sen University

Guidelines for Undergraduate Students Selecting Minors

Approved by the 69th Academic Affairs Council Meeting, October 2, 1996

Approved by the 101st Academic Affairs Council Meeting, October 8, 2004

Ratified by Tai-Kao (2) Letter No. 0930164272, December 10, 2004

Amendments to Article 4 and 11 approved by the 132nd Academic Affairs Council Meeting, June 11, 2012

Articles 4 and 11 ratified by Tai-Kao (2) Letter No. 1010142374, August 3, 2012

- Article 1. The Guidelines were established in accordance with Article 24, Section 3 of the University Act.
- Article 2. A department shall allow students of another department to select it as their minor.
A student undertaking minor study must take the specialized courses required for their minor and obtain more than 20 credits. The courses and credits for minor studies shall be defined elsewhere.
- Article 3. Separate classes may be set up if an excessive number of students apply for minor studies.
- Article 4. Undergraduate students may apply for a minor degree of study from the second to the fourth year (extended study periods not included) in accordance with the calendar. The application must be approved by the heads of the original department and the department of the minor then submitted to the Office of Academic Affairs for registration.
No more than two minors may be taken and students may apply for a change of registration within one year of selecting a minor; a student who changed their department may apply to change their original department to their minor.
- Article 5. The credits of the minor study must be added to the required minimum credits for the major. The courses of the chosen minor may not be the same as those of the major.
- Article 6. The academic grade of students who take minor studies for each semester is calculated by combining the credits from the major and minor in accordance with the relevant university regulations.
- Article 7. Where the minor study taken by the student requires the university to set up additional classes within their study period then credit fees shall be charged. A student whose study period was extended due to minor study and is studying 9 or less credits then credit fees should be charged. Those studying 10 or more credits should pay the full tuition fee.
- Article 8. A student who has completed and passed the required courses and credits for their minor shall have their minor indicated in their graduation yearbook, academic transcripts, and degree certificate. A separate degree will not be conferred.

- Article 9. If a student does not complete the required courses and credits for their minor within the specified study period then they may apply for an extension of up to two years; those who fail to complete the required courses and credits for the minor at the end of the extension may not apply for any certificates relating to their minor.
- Article 10. Any matters not covered by the Guidelines shall be handled in accordance with the University Act, its enforcement guidelines and the relevant articles of the Academic Regulations.
- Article 11. The Guidelines were approved by the Academic Affairs Council, sanctioned by the University President prior to implementation, and forwarded to the Ministry of Education for reference. Modifications shall follow the same procedure.