

# 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 'Registration and 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 'Registration and 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 "Registration and 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 Registration and 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 Registration and Curriculum Division at the Office of Academic Affairs and the faculty member (for general education courses, approval from Si-Wan College 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.)**

英文法規翻譯內容若有疑義，以中文法規為主。

For the avoidance of doubt in English version regulation , Chinese version will be prevailing.

# 國立中山大學校際選課（含暑修）辦理程序

## 一、《本校生》

- 1、請至本校教務處網頁／表單下載／學生選課／列印「校際選課申請表」（一式二份）。
- 2、填妥後，附他校開設課程資料（含學分數、上課時間、授課教師等）及課程大綱。
- 3、依申請表上程序經相關系所主管及教師核章同意。教育學程課程需經師資培育中心核准，通識教育課程需經西灣學院核准。
- 4、持已核章申請表及擬修課學校需用表單，於上班時間內繳至教務處註冊課務組。（請自行留意他校校際選課規定期限）
- 5、繳件後二个工作日，至教務處註冊課務組領取校際選課申請表，持往他校辦理及繳納學分費。
  - (1) 本校學士班學生（不含延修生）選讀臺灣綜合大學系統學校（中正、中興、成功大學）、高雄大學、高雄醫學大學、金門大學、屏東科技大學及中華民國海軍軍官學校之課程者（不含教育學程），免繳學分費，請按時前往上課；但暑期開設之課程，仍需依各校規定之應繳費用標準繳費。
  - (2) 本校碩博士班學生選讀高雄醫學大學之課程者，免繳學分費，請按時前往上課；但暑期開設之課程，仍需依各校規定之應繳費用標準繳費。
- 6、選修他校課程，上課時間不得與本校所選修科目時間衝突（須含往返路程時間），否則衝堂之二科目概予註銷。
- 7、辦妥外校選課手續後，至遲需於本校加退選截止後一週內（暑期應於 7 月 31 日前），將已核章之校際選課申請表一份，繳回本校教務處註冊課務組，該選課紀錄方為加選完成。逾期未繳回者，申請科目逕予註銷。
- 8、完成前述校際選課程序後，除因開課人數不足停開或衝堂外，不得辦理退選。惟退選應於本校加退選截止日一週內（暑期應於 7 月 31 日前）檢具證明文件至本校教務處註冊課務組辦理，逾期不予受理。
- 9、完成校際選課程序後，得依他校之規定及期程辦理棄選，惟每學期含本校課程之棄選科目至多 2 科，且棄選後之總修課學分不得低於學則修課規定下限。

## 二、《外校生》

- 1、**課程查詢**：請至【本校教務處網頁／學生專區／相關系統／選課系統／查詢區／學期課程查詢／課程學年期】查詢當學期課程。
- 2、**取得選課帳號及密碼**：本校加退選結束前，至【本校教務處網頁／學生專區／相關系統／選課系統／查詢區／外校生課程網】，填寫個人基本資料，取得本學期選課帳號（身分證字號）及密碼。
- 3、**課程加選及繳納學分費（至遲於本校加退選結束一週內完成繳納）**：
  - (1) 加退選結束前，於本校各階段選課期間內，於【選課系統／登入帳號及密碼／登記加選】進行選課。
  - (2) 於選課系統登記加選課程完成後 4 小時，再將**所屬學校已核章之校際選課同意書**上傳至系統內【登入選課系統／選課相關資訊／外校生所屬學校校際選課同意書上傳】。
  - (3) 註冊課務組及授課教師（通識課程須再經西灣學院）線上系統審核同意後，系統會以 **E-mail** 通知繳納學分費事宜至學生登錄之信箱，請列印繳費單【登入選課系統／選課相關資訊／列印校際選課學分費繳費單（外校生）】，並於繳費日期截止前至台銀臨櫃繳款或以 **ATM** 轉帳繳交學分費；加選課程如未選上，系統將 **E-mail** 通知。**暑期班課程請依下述暑期班繳費方式辦理，不另行通知。**
    - A. 本校各課程學分費，依學生身分、選修課程所屬學院別及上課時數繳交學分費，必要時，應另繳交實習費及實習材料費；**除預定開課科目因未達規定人數而停開退費外，不得要求退選或退費。**
    - B. 臺灣綜合大學系統學校（中正、中興、成功大學）、高雄大學、高雄醫學大學、金門大學、屏東科技大學及中華民國海軍軍官學校之學士班學生（不含延修生）選讀本校課程者（不含教育學程），免繳學分費，請按時前往上課；但**暑期開設之課程，仍須依應繳費用標準繳費。**
    - C. 高雄醫學大學之碩博士班學生選讀本校課程者，免繳學分費，請按時前往上課；但**暑期開設之課程，仍須依應繳費用標準繳費。**
    - D. 暑期班繳費方式：課程登記人數達開班人數 17 人，於【登入選課系統／選課相關資訊／列印暑期繳費單】，開放列印「繳費單」轉帳繳費。暑期加選課程之授課教師如不同意加選者，本校以 **E-mail** 通知，並於八月下旬辦理退費。
- 4、**選課完成**：繳費完成後，系統將以 **E-mail** 寄送「外校生校際選課通知單」至信箱，即完成校際選課程序。請依課表時間，按時前往上課。