

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

Amended and approved at the 77<sup>th</sup> Committee of Academic Affairs Meeting, Oct. 28, 1998  
Filed in Ministry of Education (ref. no. 88008946), Jan. 28, 1999  
Approved at the 114<sup>th</sup> Committee of Academic Affairs Meeting, Jan. 3, 2008  
Filed in Ministry of Education (ref.no. 0970006797), Jan. 21, 2008  
Approved at the 146<sup>th</sup> Committee of Academic Affairs Meeting, Dec. 17, 2015  
Filed in Ministry of Education (ref.no. 1050008020), Jan. 19, 2016  
Approved at the 158<sup>th</sup> Committee of Academic Affairs Meeting, Dec. 10, 2018

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, except for the students with middleschool education program, inter-institutional integrated program, domestic exchange program and special circumstances approved by the University.
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, except for the students with delayed graduation, inter-institutional double major, subsidiary degree and integrated program.

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 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.

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 31<sup>st</sup>).

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.

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實施辦法

87.10.28本校第77次教務會議修正通過

88.1.28教育部台(88)高字第(二)88008946號函核備

97.1.3本校第114次教務會議通過

97.01.21教育部台高(二)字第0970006797號函核備

104.12.17本校第146次教務會議修正通過

105.01.19教育部臺教高(二)字第1050008020號函備查

107.12.10本校第158次教務會議修正通過

第一條 為促進校際合作，充分利用師資與設備，便利學生選習他校開設之課程，特依大學法第廿八條及大學法施行細則第廿五條之規定，訂定本辦法。

第二條 本校實施校際選課以各大學及獨立學院之系、所為範圍，以本校當學期末開設之科目為原則。但本校在職專班學生不得選修他校課程，惟因修習教育學程、跨校學分學程、獲准跨校交換及專案簽請核准者，不在此限。

第三條 本校學士班學生每學期校際選課之科目學分總數，以不超過當學期修習學分總數的三分之一為原則。惟延修生及修習跨校雙主修、輔系、學分學程者，不在此限。

碩博士班學生，以不超過肄業系所規定之最低畢業學分數的三分之一為原則。

其成績應與本校該學期所修學分合併累計；在本校與他校修習總學分數仍應受每學期限修學分之限制。

第四條 本校學生選修他校課程，應先向本校教務處提出申請，經系（所）主管核准（教育學程課程需經師資培育中心核准，通識教育課程需經通識教育中心核准），並依他校校際選課之規定辦理選課手續後，於申請表註明之期限內將申請表繳回教務處辦理加選，逾期未繳回者，申請科目逕予註銷。

本校學生已完成校際選課程序後，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辦理，逾期不予受理。

本校學生已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。

第五條 本校學生選修他校課程，其上課時間不得與在本校所選修科目時間衝突，否則，衝突之科目概予註銷。

第六條 他校學生申請選修本校開設之課程，必須經原肄業學校之同意，並依本校行事曆之規定於每學期註冊選課開始至加退選截止日期內辦理選課手續，逾期不予受理。選修學生人數須受本校名額之限制，並依上

課時數繳交學分費。必要時，應另繳實習費及實習材料費。他校學生經依規定辦妥選課後，除開課人數不足停開外，不得辦理退選、退費。

第七條 他校學生選修本校課程，其授課、考試及成績計算均比照本校學生辦理；學期考試結束後，由任課教師將他校選課學生成績送交教務處轉送校際選課學生原肄業學校查考。

第八條 本校學生赴國外教育部認可之學校修讀學分，回國後憑核准申請書影本及修課成績單向教務處辦理學分抵免，其採計學分以不超過最低畢業學分數四分之一為限。

第九條 本辦法如有未盡事宜，悉依有關規章辦理。

第十條 本辦法經教務會議通過後實施，並報教育部備查，修訂時亦同。