

# 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

Amendment approved by the 159th Academic Affairs Council meeting, 03/13/2019

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

Amendment approved by the 159th Academic Affairs Council meeting, 03/13/2019

Article 7 to 10 sanctioned by the Ministry of Education through Document Tai-Chiao-Kao-(2) No. 1080079332,

06/10/2019

Article 1, 2, 4, 11 sanctioned by the Ministry of Education through Document Tai-Chiao-Kao-(2) No. 1080102176,

07/15/2019

- Article 1. These regulations are formulated in accordance with the Article 28 of the University Law, Article 25 of the Principles for Implementation of University Law, Article 14 of the Degree Conferral Act and Article 18 of the Academic Policies.
- Article 2. Students of Master programs in each department (degree program) at the university can study at other department or another undergraduate programs at other university as minor.
- Students of Master and Ph.D. programs at each institute (degree program) at the university can study for minor at other institutes (degree programs) of the same degree or lower by one degree.
- Students of undergraduate programs who study professional courses for minor shall complete at least 20 credits; students of Master or Ph.D. programs studying professional courses as minor shall complete at least 9 credits. The schedule of course credits for minor is different for each department or institute (degree program) and is announced after the approval of the Academic Affairs Council.
- Article 3. Separate classes may be set up if an excessive number of students apply for minor studies.
- Article 4. Starting from the second semester of the first year until the fourth year of studies (not including the study period extension), students of undergraduate programs of any faculty (degree program) at the university, keeping to the academic schedule's fixed deadlines, can apply for studying a minor at other departments (degree programs) or, according to other university's schedule and regulations, apply for studying for minor at that university's faculty (degree program). Starting from the second semester of the first year, students of Master or Ph.D. programs at any institute (degree program) at the university, keeping to the academic schedule's fixed deadlines, can apply for studying a minor at other department or institute (degree program). Application for studying a minor shall

be approved by the supervisor of the student's department/institute (degree program) and the supervisor of the department/institute (degree program) at which the student wishes to study for minor; the approval is then sent to the Office of Academic Affairs for registration.

In principle, students who study for minor at other universities shall study at a university that has a university-level academic collaboration agreement signed or relevant regulations and shall proceed according to the regulations of the two universities.

Studying for minor is limited to two faculties (institutes, degree programs); the student who chooses a minor can apply for change within one year; however, when transferring to another department or institute (degree program), the student can apply for changing the original department/institute (degree program) to minor because of having transferred to another department/institute (degree program).

- 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. When the minor taken by the student requires the university to set up additional classes within their study period, credit fees shall be charged. Undergraduate student whose study period was extended due to minor study and who has completed 9 or less credits, shall be charged credit fees. Those studying 10 or more credits should pay the full tuition fee. Students of Master and Ph.D. programs cannot extend their study period due to minor study.
- Article 8. A student who has completed the required courses and credits for their minor shall have their minor indicated in their graduation yearbook, academic transcripts and degree certificate together with the related university, department or institute (degree program). A separate degree will not be conferred.
- Article 9. If an undergraduate 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 period cannot apply for any certificates relating to their minor. Students of Master or Ph.D. programs who fail to complete the required courses and credits for a minor within the specified study period, 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.

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.

# 國立中山大學學生修讀輔系辦法

85.10.2 本校第六十九次教務會議通過

93.10.8 本校第一〇一次教務會議修正通過

93.12.10 台高(二)字第 0930164272 號函同意備查

101.06.11 本校第 132 次教務會議通過修正第 4、11 條條文

101.08.03 台高(二)字第 1010142374 號函同意備查第 4、11 條條文

108.03.13 本校第 159 次教務會議修正通過

108.06.10 臺教高(二)字第 1080079332 號備查第 7~10 條

108.07.15 臺教高(二)字第 1080102176 號備查第 1、2、4、11 條

第一條 本辦法依據大學法第二十八條及本校學則第十八條規定訂定之。

第二條 本校各學系(學位學程)學士班學生得修讀本校其他學系或他校學士班之輔系。

本校各系所(學位學程)碩、博士班學生得修讀本校其他系所(學位學程)同級或向下一級之輔系。

修讀學士班輔系之專業(門)科目至少應達 20 學分以上；修讀碩、博士班輔系之專業(門)科目至少應達 9 學分以上。各系所(學位學程)輔系科目學分表另定，經教務會議通過後公告。

第三條 如選修輔系學生人數過多時，得單獨開班。

第四條 本校學士班各學系(學位學程)學生得自一年級第 2 學期起至四年級止(不含延長修業年限)，依照本校行事曆規定日期，申請修讀他系(學位學程)為輔系，或依他校規定時程申請修讀他校學系(學位學程)為輔系。

本校碩、博士班各系所(學位學程)學生得自一年級第 2 學期起，依照本校行事曆規定日期，申請修讀他系所(學位學程)為輔系。申請修讀輔系須經學生所屬系所(學位學程)主管及加修輔系系所(學位學程)主管核准，送教務處登記。

學生修讀他校輔系，以簽有校級學術合作協議或訂有輔系相關合作辦法之學校為原則，並依雙方學校規定辦理。

輔系以二學系（所、學位學程）為限，學生選定輔系後得於一年內申請修改；但轉系所（學位學程）學生得因轉系所（學位學程）而申請改選原系所（學位學程）為輔系。

第五條 輔系應修學分應在主系最低畢業學分數以外加修，選修輔系之課程不得與主系課程相同。

第六條 選修輔系學生，其每學期學業成績，以主系及輔系課程與學分合併計算，並依照本校學則有關規定辦理。

第七條 學生修習輔系課程於規定修業年限內學校需另行開班，應繳交學分費。

學士班學生因修習輔系而延長修業年限，修習學分數在9學分（含）以下者，應繳交學分費，在10學分（含）以上者，應繳交全額學雜費。

碩、博士班學生不得因修習輔系而延長修業年限。

第八條 凡修滿輔系規定之科目與學分成績及格者，其畢業生名冊、歷年成績表、學位證（明）書應加註輔系所屬校、系所（學位學程）名稱，不另授予學位。

第九條 學士班學生如不能於規定修業年限內修滿輔系應修之科目與學分者，延長修業年限至多二年；延長修業年限屆滿，未修足輔系規定之科目與學分者，不得申請發給有關輔系之任何證明。

碩、博士班學生，修業年限屆滿，未修足輔系規定之科目與學分者，不得申請發給有關輔系之任何證明。

第十條 本辦法如有未盡事宜，悉依大學法及其施行細則、學位授予法及本校學則有關規定辦理。

第十一條 本辦法經本校教務會議通過，陳請校長公告實施，並報教育部備查，修正時亦同。