

# National Taipei University of Technology

## Policy on Student Course Selection

Resolved and passed in the Academic Affairs Meeting of Spring Semester on June 5<sup>th</sup>, 2018  
Resolved and passed in the Academic Affairs Meeting of Spring Semester on May 13<sup>th</sup>, 2019  
Resolved and passed in the Academic Affairs Meeting of Fall Semester on May 12<sup>th</sup>, 2021  
Resolved and passed in the Academic Affairs Meeting of Fall Semester on May 27<sup>th</sup>, 2022  
Resolved and passed in the Academic Affairs Meeting of Spring Semester on DEC 8<sup>th</sup>, 2022

Article 1 This Policy is made pursuant to the laws promulgated by the Ministry and relevant articles of the University's Academic Policy.

Article 2 Graduate students shall enroll in at least 3 credit units and up to 13 credit units per semester. The maximum credit enrollment for graduate students in the day division of the College of Management (excluding the International Graduate Program) is 16 in accordance with the regulation in each graduate school. Any student who has met the mandatory credit unit requirements may be exempt from the minimum enrollment. Graduate students' credit units from undergraduate courses or Teacher Education Program approved by their thesis advisors, or the Dean are excluded from the maximum or minimum enrollment in each semester.

The maximum enrollment allowed for undergraduate students per semester is 25 credit units. Freshmen, sophomore, and junior students shall enroll in at least 16 credit units, and senior students shall enroll in at least 9 credit units. Students who delay their graduation shall enroll in at least one course per semester.

Foreign students enrolled pursuant to the University's "Admission Policy for Foreign Students" shall enroll in at least 12 credit units per semester. Skillful students admitted through the guaranteed admission, and recommendation and review process shall enroll in at least 6 credit units per semester.

The maximum and minimum credit units for each semester from all kinds of programs, national defense education, and physical education are recognized.

Students who take off-campus internship courses during one semester or academic year are not constrained by the minimum credit units from paragraphs 2 and 3.

Students who encounter special circumstances like major personal illness shall submit complete proofs, and 3 to 6 credit units may be reduced each semester subject to the consent of department chairs and the Dean of Academic Affairs. However, the minimum enrollment for freshmen, sophomore, and junior students shall be 9 credit units. Senior students who have fulfilled the curriculum and credit unit requirements for graduation may lower the credit unit requirements upon the consent of the Head of Department; they shall, however, enroll in at least one course in each semester.

International exchange students are exempt from the foregoing minimum credit unit requirement for each semester during the period of their exchange program.

- Article 3 Undergraduate students whose academic scores in the previous semester rank in the top 20% among the student body of that department/section/class in that grade, or double major students whose academic scores in the previous semester rank in the top 40% among the student body of that department/section/class in that grade may enroll in additional courses subject to the approval of the teacher and the Head of Department (Class) , and may enroll in mandatory/selective courses in their or other departments or in higher levels, within the upper limit of thirty-one credits for that semester.  
In addition, once approved, students are allowed to take additional intensive courses during the semester. The courses taken shall avoid schedule conflicts. The total credits, including these additional courses, shall not be subject to the credit limits in the given semester.  
Junior and senior undergraduates may enroll in an undergraduate or graduate course each semester if getting approved. If approved by their departments, senior undergraduates may enroll in direct study courses. The credit units are excluded from their undergraduate graduation credit units.  
Graduate-preparatory students admitted through the recommendation and review process pursuant to the University's "Student Enrollment Policy for Accelerated Master's Program" may enroll in up to 3 graduate courses of the master's program per semester (plus additional workshop curriculum if desired) upon approval.  
Students of second year in the master's program may enroll in the doctoral curriculum if approved.
- Article 4 Academic year courses must be taken from lower to higher levels and courses with time conflict are not allowed.  
Students should take their mandatory courses from their departments in principle. Mandatory English courses are regulated by "National Taipei University of Technology Policy on General English Curriculum Class Placement and Joint Midterm Exam".  
If the retake course is not canceled, students are advised to take the same course in principle. If the mandatory course is canceled, students are advised to retake the course regulated by the course committee of the department.  
The credit units of repeating the completed courses or taking the waived courses with the same title are not included within the graduation credit units.
- Article 5 The minimum number of student enrollments is 7 for selective courses in graduate schools, 13 for general education courses and selective courses in undergraduate programs. If the lecturer is a full-time teach in the University, the minimum number of enrollments will be 10 for undergraduate courses, and 5 for graduate courses.
- Article 6 Student course selection is divided into preliminary course selection, adding/dropping courses, and midterm course withdrawal. Students have to complete the process within the specified time as below:

1. Preliminary course selection starts from week 16 to week 17 of the previous semester. Students should go to “End-of-Semester preliminary course selection” to click on courses they would like to take and submit. The choices are limited to courses of students’ class.
2. Students must add or drop courses on “Online Add/Drop System” during weeks 1 and 2 of the semester, and complete the approval process required by the teacher’s course requirement. Graduate students shall obtain their advisors’ consent for adding or dropping any course. Late process will not be accepted. Teachers will consider the teaching condition to decide whether to approve the course adding/dropping. Course selection of other departments is processed at this stage.
3. Students who are unable to continue a course after the add/drop stage may apply for withdrawal through the “Mid-term Online Withdrawal System” during weeks 5 to 12, and withdraw from that course upon the approval of the teacher and the Head of Department (Dean), or the consent of the advisor in terms of withdrawals by graduate students. Any fee paid for those credit units will not be refunded. The total credit units enrolled shall at least meet the minimum credit unit requirements of that semester after the withdrawal. Students who delay their graduation shall keep at least one course. For withdrawn courses, no scores will be submitted, but a note “withdrawal” will be placed.

The course selection notification of all stages is accordance with relevant online course selection policy.

Article 7 Students who are permitted to study abroad must not select the courses in NTUT. Graduate students who have to study thesis only are able to select this course while studying abroad. Students who select off-campus internship throughout the semester/academic year must not select other courses in that semester.

College super seniors who have completed all the required courses from their departments but not passed the English threshold examination should follow “Guidelines for Minimum English Proficiency Requirements for Graduation” to select courses.

Article 8 Students should confirm the results of online course selection personally from week 3 of the semester. Application of error correction should be completed and submitted to Registration Section before week 4.

Students who have not confirmed the course selection results are not able to finish the midterm withdrawal and end-of-semester online preliminary course selection.

Students who do not confirm the online course selection in time are regarded as giving up their rights to objection. Thus, students are responsible for their actions and any requests for a remedy for mistakes in course selection are no longer admissible.

Article 9 The Office of Academic Affairs shall rescind courses not qualified for course selection regulation and will inform students.

Students who have registered, selected courses, but do not have enough credit units are suspended after being informed and not selecting courses in time. When the maximum of suspension period has been reached, students are expelled from school.

Article 10 Each department/school/institute may create its own course selection procedures without violating the course selection policy. Any matters not set forth herein shall be handled according to the University's other policies and regulations of academic affairs.

Article 11 Foreign graduate students may enroll in courses conducted in English from other departments/colleges, and get the credit units upon the consent of their advisors and department chairs due to insufficient courses conducted in English in their own departments. Graduation units shall be determined according to the curriculum and relevant rules of each department.

Article 12 This Policy and its amendment shall become effective upon the resolution of the Academic Affairs Meeting.