

National Taiwan University Guidelines for Undergraduate Students Selecting Minors

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- Article 1** These guidelines are established in accordance with article 24 of the *University Act*.
- Article 2** All departments may be a minor degree of study in complement to another department degree of study. Once the criteria for a minor is established, the quota for minor students, standards and qualifications shall be stipulated by the individual department and filed for reference with Academic Affairs Division.
- Article 3** Undergraduate students may apply for a minor degree of study starting on the 2nd year until the 1st semester of their last year of study. (Extended term of study not included)
Students who have applied for a minor degree of study once may not apply again. However, students whose application for a minor has been approved before transferring to new department may change the original department into a minor.
- Article 4** Students applying for a minor study must do so in the established period set by the university's calendar. After reviewing the file, the administrative staff shall send the application to the pertinent department's chairperson and Dean for approval. It must be then sent to the Dean of Academic Affairs for approval.
- Article 5** Courses for a minor degree of study shall be decided by each individual department for a minimum of 20 credit hours, and must be reported to Academic Affairs Division for public announcement.
- Article 6** Credit hours of the minor degree of study shall be completed in addition to the minimum credit hours required for graduation by the original department. Requirements of the original department may not substitute for courses in the minor degree of study. If the credit hours are insufficient due to the above reason, the department of the minor study shall assign course subjects to make up for the insufficient credit hours and must report in writing to Academic Affairs Division for reference.
- Article 7** Credit hours and grades of students with a minor shall be computed in conjunction with those of the original department. The selection of courses and the computation of grades must be carried out in accordance with pertinent regulations of university's academic policy.
- Article 8** Students with minors who have completed the required courses of the minor with satisfactory grades shall receive transcripts and other related

certification documents stating the title of the minor degree. However, students with minors who have not completed the required courses of the minor upon graduation or students who have decided to withdraw from schooling shall not receive transcripts or related certification documents stating the title of the minor degree.

Students with minors who have completed the required courses of the minor with satisfactory grades shall receive their diploma stating the title of the minor degree.

Article 9 Students with minors who have completed requirements for graduation in the original department, but have not completed the required courses and credits in the minor study, may relinquish their minor degree status by presenting the request to Academic Affairs Division.

The previously mentioned request for relinquishment of the minor must be presented before December 25 if it is in the 1st semester, and before May 25 if it is in the 2nd semester. The following cases are excluded from the restriction, however:

- I. Students who have passed the Master's Degree entrance exam and are on the waiting list may present the request of relinquishment within 5 working days of receiving confirmation of acceptance into the Master's Program.
- II. Students who are not able to attain graduation qualifications, both in the original department and in the minor due to unsatisfactory grades in the minor, may present the request of relinquishment within 5 working days of the posting of the unsatisfactory grade on the website.
- III. For other special circumstances, one must provide pertinent documentation and have the approval of Academic Affairs Division.

Article 10 Students may not use the relinquishment of the minor study as a reason to request dropping of a course or discontinuation of a course after the adding/dropping period has ended or after the application period for discontinuation of courses has ended.

After relinquishing the status of the minor study, whether the credit hours of the minor with satisfactory grades is to be accepted in the computation of original department's selective credit hours shall be decided by the Chairperson of the original department.

Article 11 Matters not covered in these guidelines shall be conducted in accordance with university's academic policies and other pertinent laws and regulations.

Article 12 These guidelines shall be implemented after being approved by the Academic Affairs Meeting and filed for reference with the Ministry of Education; the same procedure applies to the amendments of these guidelines.