

National Taiwan University's Double Major Studies Guidelines for Undergraduate Students

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- Article 1 These guidelines are established in accordance with article 24 of the *University Act* and its *Enforcement Rules* article 25, and in accordance with article 4 of the *Degree Conferral Law*.
- Article 2 Undergraduate students whose previous academic year's score is above 75 points or whose academic score standing is within the first 20% of the class (if the department has stricter guidelines, these shall be followed), may, starting in the second year of study until the 1st semester of the final year of study (continuing education's studies time period not included), select a second major of study as an added major degree; there is a restriction of only one additional major, however.
- Article 3 Students applying for double major studies must do so within the time period stipulated in the University's calendar. The applicants should apply to the Academic Affairs Division. After being reviewed by the pertinent personnel staff, the applications shall be sent to the corresponding Chairperson of department or Dean of College for their consent, and later transferred to the Dean of Academic Affairs for final approval.
- Article 4 Double major degree students must complete all required credit hours for graduation of the original major as well as all required credit hours for graduation of the second major, with all the required elective credit hours. This is a requirement for obtaining the double major degree.
- Article 5 If a second major puts restrictions on the order of taking courses, one must comply with all the regulations in completing the requirements.
- Article 6 For double major students who have completed and passed a course in the original major and that course is similar to that of the requirement of the 2nd major, the 2nd major's department may decide whether or not to accept the completed course as a fulfilled requirement in that department. If the completed and passed course in the 2nd major is similar to that of the required course of the original major, the original major's department may decide whether or not to accept the completed course as a fulfilled requirement in that department. If there are courses that cannot be accepted to fulfill the requirements of the other department, or when total

credit hours are not sufficient for graduation, the department must assign other courses to fulfill the deficiency, and must provide a written report to be reviewed by the Academic Affairs Division. The previously mentioned deficient course hours may not exceed 20. However, approved double major students prior to 2003 academic year are exempted from this restriction.

Article 7 The credit hours and the academic scores of the courses completed by double major students, both in the original major and in the 2nd major, must be merged and computed on the whole; for elective courses and respective academic scores, they must be handled according to existing University regulations.

Article 8 Double major students who have completed the requirements of the original major for graduation, but have not completed the requirements of the 2nd major for graduation, may apply for withdrawal from the 2nd major to the Academic Affairs Division.

Applications for withdrawal from the 2nd major must be completed prior to December 25th in the first semester, and prior to May 25th in the second semester.

The following situations are excluded from this rule:

1. Master degree students who have passed the entrance examination and are on the waiting list must turn in the application within five days upon receiving the admission notification.
2. Students who are unable to fulfill graduation requirements due to unsatisfactory grades of courses in both majors must turn in the application within five days of the announcement of the unsatisfactory grade on the website.
3. Special circumstances: must provide pertinent documentation and must be approved by the Academic Affairs Division.

Article 9 (Added regulations; still under review).

Article 10 Students may not use withdrawal from the double major as a reason for dropping or withdrawal from the selected course after the deadline for adding/dropping of and withdrawal from courses.

Once the student has decided to withdraw from a double major, whether the completed and passed credit hours of the second major shall be used as fulfilled requirement for the original major is up to the Chairperson of the original major's department to decide.

Article 11 Double major students may extend their course of study up to two years to complete all requirements. After the two years, if the student has completed all the required courses and credit hours of the original major, but has not completed

all the required courses and credit hours of the second major, he or she may extend the study for one semester or one year. If after the extended time the student is still unable to complete all required courses and credit hours of the second major, he or she shall be granted graduation qualifications in the original major.

- Article 12 If, during the extended time of study, the double major student has accumulated unsatisfactory credit hours to be dropped from the University but has completed all the required courses for graduation in the original major, he or she shall be disqualified for the double major, but still be granted graduation qualifications in the original major.
- Article 13 Students who have withdrawn from double major qualifications may be granted a minor qualification if the completed courses and credit hours fulfill the requirements of a minor qualification.
Students who have been granted a minor qualification are not allowed to use credit hours in the minor to fulfill graduation requirements for the original major.
- Article 14 Transferred double major students from other universities may continue their double major studies by applying under the existing regulations.
- Article 15 Transcripts and related documentations of double major students must show the details of the double major study. However, transcripts and related documentations of double major students who have withdrawn or been disqualified from the double major studies shall not show the details of the second major.
- Article 16 The diploma of the double major student who has completed all the requirements of both majors and who has been granted graduation qualification in both majors, shall state the name of both the original major and the second major.
- Article 17 If there are matters not covered in these guidelines, they shall be handled according to University's rules and related regulations.
- Article 18 These guidelines shall be implemented after being approved by the Academic Affairs Council and reported to the Ministry of Education for review. The same procedure applies to the amendments of these guidelines.