

NATIONAL TAIWAN UNIVERSITY

Course Selection Regulations

June 06, 2025 Articles 1, 2, 3, 4, 5, 6, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 22, 23, 23, 26 and 27 amended and passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2024–25
(Full amendment history at the end of this document)

Chapter I General Provisions

- Article 1 The National Taiwan University (“the University”) *Course Selection Regulations* (“the Regulations”) are hereby formulated to regulate the course selection by students of the University.
- Article 2 The course selection process, including pre-registration and add/drop, shall be carried out online, except as otherwise provided in the regulation, in accordance with the academic calendar of the University.
In the event of a natural disaster or force majeure, the Office of Academic Affairs may adjust the timeline of course selection by public announcement.
- Article 3 Except for the following students, students shall complete the courses in accordance with the requirements of required courses and credit hours for the academic year in which they are admitted:
1. Transfer students and students changing their major who apply to be assigned to a lower year of study shall follow the requirements issued for the academic year in which students in that year of study were admitted.
2. Students approved for a leave of absence in the first semester immediately after admission shall follow the requirements issued for the academic year in which they reinstate their studies.
- Article 4 Undergraduate students shall complete the following course and credit hour requirements:
1. University-wide general core courses and credits: Refer to Appendix I.
2. Curricular and credit hour requirements mandated by each department, degree program, College and University Inter-disciplinary Bachelor’s program.
3. Liberal education courses: See the University’s *Regulations for Liberal Education and Core Competencies Courses*.
- Article 5 Each course is assigned a curriculum number and a serial number. The description of curriculum number is provided in Appendix II. The serial number is randomly reassigned before the course selection process for each semester. Course instructors and the chairperson of each course offering unit may decide whether a doctoral-level course is made available to master’s degree or undergraduate students, and whether a master’s-level courses is made available to undergraduate students. Decisions shall be announced on the NTU Online (NOL) website.
- Article 6 The maximum number of credit hours allowed per semester for each student shall be as follows:

1. Master's and doctoral programs: 20 credits, not including thesis/dissertation. Provided that a department/graduate institute stipulates its own requirements, it shall prevail.
2. Undergraduate programs: 25 credits, and
3. the following students may take additional credits beginning in the stage 2 of course pre-registration:
 - 1) Academically outstanding students who ranked in the top 10% of their department (division) or whose average GPA is 3.90 or above in the previous semester may take up to 31 credits.
 - 2) Students pursuing a minor or enrolled in the Teacher Education Program may take up to 31 credits.
 - 3) Students pursuing a double major may take up to 33 credits.

Departments with higher credit requirements for graduation may apply for a higher credit hour limit to be approved by the Vice President for Academic Affairs, upon which it shall be announced by the Office of Academic Affairs.

Undergraduate students who wish to take more credits than stipulated in the preceding two paragraphs due to justifiable causes shall submit the application to be approved by the academic advisor, department chairperson, and the Office of Academic Affairs. Graduate students shall submit the application to be approved by their thesis advisor, the head of graduate institute, and the Office of Academic Affairs.

Article 7 The minimum number of credit hours required per semester for each student shall be as follows:

1. Master's and doctoral programs: At least one course (including thesis/dissertation), with no minimum credit hour requirement. Provided that a department/graduate institute stipulates its own requirements, it shall prevail.
2. Undergraduate programs: 15 credits, provided that students in their final year of study may take nine credits.
3. Extension undergraduate programs: Six credits, provided that students in their fifth year of study or extending their years of study must take at least one course with no minimum credit hour requirement.

Departments with justifiable causes may apply for a lower credit hour limit to be approved by the Vice President of Academic Affairs, upon which it shall be announced by the Office of Academic Affairs.

Undergraduate students who extend their years of study, students with outstanding performance in sports, students with physical or mental disabilities, incoming exchange students and visiting students must take at least one course per semester with no minimum credit hour requirement. Other undergraduate students who plan to take fewer credits than stipulated in the preceding two paragraphs due to justifiable causes shall submit the application to be approved by the academic advisor and department chairperson, provided that students in their final year of study (excluding those extend their years of study) who can fulfill the graduation requirements by taking fewer than nine credits in both the first and second semester shall apply for the signed approval by the department chairperson.

Article 8 Students shall be aware of prerequisites to the courses and obey the special

regulations for course selection as follows:

1. Students may not register for two (or more) courses whose schedules conflict; otherwise the registration for both (or all) courses will be canceled.
2. Students who have been suspended may register for courses only after completing the reinstatement procedures.
3. Students pursuing multiple programs or degrees concurrently may not register for courses with the same curriculum number and class with different student ID numbers in a semester.
4. Students approved by the University to study abroad may not register for any course at the University while being abroad, provided that graduate students who have completed all graduation requirements except for their thesis/dissertation may register for graduation thesis/dissertation in their last semester of studying abroad
5. Students who have been enrolled in the project of Exploratory Learning by NTU D-school. ("Exploratory Learning") During the project, students are limited to enroll "Exploratory Learning" only.
6. Incoming exchange students and visiting students may register for courses without being limited by course prerequisites. Master's and doctoral graduate students may register courses without being limited by minimum credits requirements as stipulated in the preceding article. Provided that otherwise stipulated by the course offering department, graduate institute, or the course instructor, such stipulation shall take precedence.
7. The procedures of inter-university course registration shall be carried out in accordance with the *NTU Regulations Governing the Implementation of Inter-University Course Selection*.

Article 9 Where a student fails to pay the tuition and complete registration on time, he/she shall be ordered to withdraw in accordance with the University's *Academic Regulations*, his/her course selection shall be invalidated and the registered courses cancelled.

Students who have obtained approval from the Office of Academic Affairs to defer registration may proceed with course selection. However, those who fail to complete the registration process by paying the required fees within the specified deadline shall be handled in accordance with the preceding paragraph.

Students who are dismissed or deprived of study status by the University may not select courses offered at the University as non-NTU students via inter-university course registration agreements.

Article 10 (Revoked)

Chapter II Pre-Registration

Article 11 To simplify the course selection process, the Office of Academic Affairs may pre-assign students to courses in the course selection system before the course selection process begins.

For undergraduate students who are granted an extension of study and master's and doctoral graduate students, their required courses are not pre-assigned.

Article 12 Course pre-registration consists of stage 1 and stage 2, and students shall register for their preferred courses, after which the system will process course allotment. Students' course registrations must conform to requirements and regulations for each course. The course allotment rules for pre-registration stage 1 are in the order as follows:

1. Chinese: The system will process and allot based on students' preference order. If the number of registered students exceeds the maximum capacity stipulated by a course, the order of allotment is processed as follows:
 - 1) Students who have never enrolled Chinese before.
 - 2) Students in higher years of study.
2. English or other foreign language: The system will process and allot respectively based on the preference order set by the student in the first semester. If the number of registered students exceeds the maximum capacity stipulated by the course, the course enrollment will be allotted by random selection. In the second semester, students must register for the course along with other courses and the allotment will be processed in accordance with sub-paragraph 4.
3. Calculus: The system will process and allot respectively based on the preference order set by the student in the first semester. If the number of registered students exceeds the maximum capacity stipulated by the course, the course enrollment will be allotted by random selection. A portion of seats may be reserved by the course offering units for students in their second year or above. In the second semester, students must register for the course along with other courses and the allotment will be processed in accordance with sub-paragraph 4.
4. Courses other than the preceding 3 sub-paragraphs ("other courses"):
 - 1) Liberal education courses (excluding professional courses that double as liberal education courses) shall be processed first, followed by the remaining courses, in ascending order of course serial numbers.
 - 2) For non-physical education courses, If the number of registered students exceeds the maximum capacity stipulated by the course, the allotment is processed in the following order:
 - (1) The status of students.
 - (2) Years of study.
 - 3) For physical education courses, If the number of registered students exceeds the maximum capacity stipulated by the course, the allotment is processed in the following order:
 - (a) The course is a required course.
 - (b) The year of study.
 - 4) In the event that a course has a time scheduling conflict with pre-assigned courses or the course already allotted, it will not be assigned.
 - 5) All courses are randomly assigned a serial number and allotted in ascending order. Provided that the schedule of the selected course conflicts with other allotted "other courses" or the selected courses share the same curriculum number but different class numbers, the allotment will be based on the "preference order for conflicting courses or the same course" set by the student.

The status of students mentioned in the preceding sub-paragraph 4 is based on the department and graduate institute noted in the "Designated for" column for a course on the NOL website. The priority is given in the following order:

1. Courses not conducted in English: The priority is given to majors and double majors of the noted department/ graduate institute, followed by minors, and then students with disabilities who do not possess the above status.
2. Courses conducted in English: The priority is given to majors and double majors of the noted department, followed by minors, then international students who do not possess the above status, then students with disabilities who do not possess the above status.

The year of study mentioned in provision 2 is based on the student's year of study recorded in the student status data of the Office of Academic Affairs. The order of priority for students' year of study is as follows:

1. Normal courses:
 - 1) Fourth-year (or above) undergraduate students and second-year (or above) master's and doctoral degree students
 - 2) Third-year undergraduate students and first-year master's and doctoral degree students
 - 3) Second-year undergraduate students
 - 4) First-year undergraduate students
2. Courses of the Teacher Education Program:
 - 1) Fourth-year (or above) undergraduate students and second-year (or above) master's and doctoral degree students
 - 2) Second- and third-year undergraduate students and first-year master's and doctoral degree students are in the same priority.

Incoming undergraduate exchange students and visiting students are in the same priority as third-year undergraduate students.

Article 13 The special allotment rules for liberal education courses are as follows:

1. Undergraduate students are given priority to enroll in courses that fall within the area designated by their own department.
2. Each Liberal Education course reserves a quarter (25%) of the seats for first- and second-year undergraduate students in the pre-registration stage. The remaining seats are allotted in descending order of students' year of study. Undergraduate students are given priority over master's and doctoral graduate students.

Article 14 In the stage 2 of online course pre-registration, students may not register for courses that share the same curriculum number as the allotted courses or courses with time scheduling conflicts.

The allotment rules of the stage 2 are the same with those of stage 1, except that only courses with remaining seats will be processed in ascending order of course serial numbers.

Article 15 Registration blocking is carried out after the completion of the allotment process of stage 2 of the pre-registration. The following students will be blocked from course registration:

1. Students who do not meet the prerequisite requirements of the course.
2. Students whose grades for the prerequisite courses have not yet been submitted.
3. Students who repetitively register for a course with the same curriculum number with that of an enrolled and passed course (except for courses

which have been reported by the department or institute to the Office of Academic Affairs in advance).

The registration of blocked courses shall be cancelled before the classes starts. However, the following students' registration may be unblocked in the following events:

1. Students whose course registration is blocked on grounds of subparagraphs 1 and 2 of the preceding paragraph may download the Unblock Application Form online, have it signed and approved by the course instructor and the chairperson of the course offering unit, and submit it to the responsible unit of the Office of Academic Affairs by the deadline stipulated on the form.
2. Students whose course registration is blocked on grounds of subparagraph 2 of the preceding paragraph and whose grade for the prerequisite course is submitted to the system of the Office Academic Affairs before the classes starts.

Chapter III Add/Drop

Article 16 The schedule for the course add/drop period is as follows:

1. Course adding: It is carried out from the first week to the Monday of the third week after the classes begin in accordance with the schedule announced by the Office of Academic Affairs for each semester.
2. Course dropping: It is carried out from the first week to the Saturday of the second week after the classes begin in accordance with the schedule announced by the Office of Academic Affairs for each semester.

Provided that a student cannot drop the course online by the deadline for online course drop due to force majeure or justifiable causes not attributable to the student, he/she may fill out a "Special Request Form" attaching relevant evidence, have the course instructor and the chairperson of his/her department or institute sign and note their opinions, submit it to the responsible unit of the Office of Academic Affairs by the Friday of the third week. The student may drop the course after the responsible unit of the Office of Academic Affairs verifies and approves it

After online course drop, no course can be dropped and students may only apply for course withdrawal in accordance with the University's *Regulations Governing Course Withdrawal*.

Article 17 Methods for adding or dropping the courses online after the classes starts are determined by the course instructors and announced on the NOL website in advance. The methods are classified into 3 types:

Type I: Instructors do not set maximum capacity limit. Students may directly add the courses online.

Type II: Students may add the courses online with the permission number distributed by instructors. Instructors control the qualifications and total number of enrolled students.

Type III: Instructors set the maximum capacity limit. During the first week

after the classes begin, students register the courses and the courses will be allotted based on the remaining seats for the course. Starting from the second week after the classes begin, students add the courses online with the permission number given by the instructor

Instructors may ask students to present their student ID and write down their student ID numbers and names on the sign-up sheet when distributing the course permission number. In the event that an instructor finds a student add a course without permission, he/she may notify the responsible unit of the Office of Academic Affairs in writing to cancel the student's course enrollment records.

Article 18 The status limitation listed in the column of "Limits on course-adding/dropping" on the NOL website shall apply only to the pre-registration stages but not the course add/drop stage after the classes start. However, students can not add courses in the following circumstances:

1. Students' total numbers of credits after course adding exceed the maximum credit limit set forth in Article 6.
2. Students add a course but there is a time scheduling conflict between the course and enrolled courses.
3. Students add Type I/II courses which share the same curriculum number as the courses enrolled, except for seminars, workshops, or special courses which have been reported by the course offering department/graduate institute to the Office of Academic Affairs as eligible for enrollment in more than one class.
4. Students add a course as they do not meet the prerequisite for the course or if the course designated as upper division is not made available to lower division students. Students may be exempted provided that they can add the course by using the permission number or download the Unblock Application Form, have it signed and approved by the course instructor and the chairperson of the course offering unit and submit it to the responsible unit of the Office of Academic Affairs within two weeks after the classes start.
5. Students do not meet all the requirements set forth in the University's *Course Selection Regulations for Physical Education* to add physical education courses.
6. In-service master's program courses are available only to in-service master's students.

In principle, the total number of students after the course add/drop period in a class shall not exceed the capacity of the classroom by more than 10%.

Article 19 Allotment for Type III courses shall be processed in ascending order of serial numbers and in the order of the "preference order for conflicting courses or the same course" set by the students.

In the event that the registered number exceeds the maximum capacity limit, for elective courses, the system shall allot them based on the law of random numbers. For required courses, the allotment is based on the status, under which students pursuing a major or double major in the course offering department/ graduate institute is given the priority, followed by students

minoring in the department, provided that for required courses conducted in English, international students who do not possess the above status are given the third priority. If the number of students with the same priority exceeds the capacity limit, the system shall allot them based on the law of random numbers.

In the event that a newly-registered course has a conflicting schedule, or shares the same curriculum number, but differs in class number, with enrolled courses, when a student is allotted the new course, the enrolled courses are automatically canceled.

Article 20 Enrolled course shall be canceled under the following circumstances:

1. Students without a status in the Teacher Education Program enrolled in courses limited to Teacher Education Program students.
2. Students who are unable to meet the course requirements noted under the “Remarks” column of a course on the NOL website, which is reported to the Office of Academic Affairs in writing by the instructor and course offering unit.
3. Students who fail to register on time or fail to make the payment by the approved deadline for the extension of registration.
4. Students who have a scheduling conflict with enrolled course(s) due to the change of course schedule and fail to drop the course(s) before the end of the online add/drop period shall have the relevant course selection records cancelled in accordance with Subparagraph 1, Paragraph 1, Article 8.

Article 21 (Revoked)

Chapter IV Confirmation of Course Selection

Article 22 Students should save or print a copy of their course selection results after registering for courses at each stage of course selection and actively confirm the course selection result in the online course selection system after the course selection result for each stage is announced. Students shall confirm their final course selection results in the course selection system in the third week after the classes starts. Students who fail to do so may not request any remedial measures if finding any mistakes or errors in the course selection system thereafter.

Article 23 Graduating students, who still have insufficient courses or credits to graduate after the course selection result is announced, may fill out a “Special Request Form” and request course adding from the course instructor, their respective department or graduate institute, and the responsible unit of the Office of Academic Affairs by the Friday of the third week after the classes starts.

Chapter V Miscellaneous

Article 24 The subjects, grades, and credits for courses not enrolled in accordance with the provisions of the Regulations but taken by students on their own shall not be recognized.

Article 25 Instructors and department chairpersons may view the course selection results of students in their departments online during the course selection periods and

provide them with counselling as appropriate.

Article 26 Summer session courses shall be subject to the University's *Academic Regulations*, *Summer Session Regulations*, and the *Summer Session Procedures and Notices* announced by the Office of Academic Affairs.

Article 27 Matters not addressed herein shall be carried out in accordance with the *Academic Regulations* and other applicable regulations of the University.

Article 28 The Regulations shall be implemented on the date of promulgation following passage by the Academic Affairs Meetings of the University.

(Full Amendment History)

June 10, 2011	Passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2010–11; promulgated and effective on June 21, 2011
January 06, 2012	Articles 12, 14, and 18 amended and passed by the 2 nd Academic Affairs Meeting, fall semester, Academic Year 2011–12; promulgated on January 18th, 2012
June 08, 2012	Articles 5, 6, 8, 15, 20, and Appendix I amended and passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2011–12
June 06, 2013	Article 12 amended and passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2012–13
January 03, 2014	Article 7 amended and passed by the 2 nd Academic Affairs Meeting, fall semester, Academic Year 2013–14
October 24, 2014	Article 8 amended and passed by the 1 st Academic Affairs Meeting, fall semester, Academic Year 2014–15
January 09, 2015	Article 12 amended and passed by the 2 nd Academic Affairs Meeting, fall semester, Academic Year 2014–15
January 06, 2017	Article 9 amended and passed by the 2 nd Academic Affairs Meeting, fall semester, Academic Year 2016–17
June 09, 2017	Articles 4, 8 and Appendix I amended and passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2016–17
October 18, 2019	Appendix I amended and passed by the 1 st Academic Affairs Meeting, fall semester, Academic Year 2019–20
January 03, 2020	Articles 15, 17, 18, and 20 amended and passed by the 2 nd Academic Affairs Meeting, fall semester, Academic Year 2019–20
March 19, 2021	Articles 3, 6, 7, 8, 12, 18, and Appendix II amended and passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2020–21
June 18, 2021	Articles 1, 8, 16, 17, 20, 23, and 28 amended and passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2020–21

Appendix I General Core Course Requirements for Undergraduate Students Admitted in Each Academic Year

Academic Year Admitted	General Core Courses (credits)				Physical Education (credits)	Service Learning (credits)
2002–03 2006–07	Constitution (2) or Civics (2)	Chinese (6)	English or Foreign Languages (6) Online English Program I/II (0)	History (4)	I/II/III/IV (4)	Service I/II/III (0)
2007–08 2010–11	×	Chinese (6)	English or Foreign Languages (6) Online English Program I/II (0)	×	Health-Related Physical Fitness (or Physical Education I) (1) and Athletics (or Physical Education II/III/IV) (3)	Service Learning I/II/III (0)
2011–12 2018–19	×	Chinese (6) [‡]	English or Foreign Languages (6) Online English Program I/II (0)	×	Health-Related Physical Fitness (1) and Athletics (3)	Service Learning I/II/III (0)
2019–20 						Service Learning (2 courses, 0 credits)
Notes: [‡]						
1. Beginning in Academic Year 2016–17, all admitted local students may complete the Chinese course requirements by satisfying one of the following: 1) 6 credits of Chinese (at most 3 of which may be counted as A1–A4 Liberal Education credits) + 12 credits of liberal education (in 2 designated fields) 2) 3 credits of Chinese + 15 credits of liberal education (in 3 designated fields)						
2. In the event that the examination grade of an overseas Chinese or international student reaches 90 or above in accordance with the University’s <i>College Chinese Counselling Regulations for Overseas Chinese and International Students</i> , the student may be admitted as local students and be bound by the requirements for local students. International students are not subject to the limitations on the designated Liberal Education fields.						

Appendix II Methods for Distinguishing Undergraduate, Master's, and Doctoral Level Courses

Curriculum Numbers		
The first 2–6 letters are the English abbreviation of the course offering department (CHIN = Department of Chinese Literature, MED = Department of Medicine)	The final 4 digits are the basic curriculum number	Notes
CHIN	1000-1999	Courses designated for freshmen
CHIN	2000-2999	Courses designated for sophomores
CHIN	3000-3999	Courses designated for juniors
CHIN	4000-4996	Courses designated for seniors
	4997-4999	Bachelor's thesis
CHIN	5000-5999	Courses designated for upper division undergraduate students OR fifth-year students in the Department of Medicine, Department of Dentistry, Department of Pharmacy, or Department of Veterinary Medicine
MED	6000-6999	Courses designated for sixth-year students in the Department of Medicine, Department of Dentistry, and Department of Pharmacy
CHIN	7000-7998	Courses designated for master's degree students OR seventh-year students in the Department of Medicine
	7999	Master's thesis
CHIN	8000-8998	Doctoral level courses
	8999	Doctoral dissertation