

NATIONAL TAIWAN UNIVERSITY

Course Selection Regulations

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Chapter I General Provisions

- Article 1 The National Taiwan University (NTU or “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 in accordance with the specific dates indicated on 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 for each stage of course selection by public announcement.
- Article 3 Except for the following students, students shall complete the courses in accordance with the requirements of University-wide general core courses, department required courses, and credit hours issued 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 suspension of studies 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. Common core courses: Refer to Appendix I for common core courses for students admitted in each academic year.
2. Liberal education courses: See the University's *Regulations for Liberal Education and Core Competencies Courses*.
3. Other curricular and credit hour requirements mandated by each department.

Matters related to undergraduate Service Learning courses shall be handled in accordance with the University's *Regulations for Service Learning Courses*.

Matters related to the undergraduate online English program shall be handled in accordance with the University's *Regulations for the Implementation of Online English Program*.

Article 5 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.

The method for distinguishing between undergraduate, master's, and doctoral level courses is listed in Appendix II.

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 an academic program stipulates its own requirements, it shall take precedence.
2. Undergraduate programs: 25 credits, provided that the following students may take additional credits beginning in the second stage 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 degree 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.
3. Extension undergraduate programs: 20 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 plan to take more credits than stipulated in the preceding two paragraphs due to special circumstances shall submit the application to be approved by the academic advisor, department chairperson, and Vice President for 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 an academic program stipulates its own requirements, it shall take precedence.

2. Undergraduate programs: 15 credits, provided that students in their final year of study may take 9 credits.
3. Extension undergraduate programs: 6 credits, provided that students in their fifth year of study or extending their years of study must take at least 1 course with no minimum credit hour requirement.

Departments with special circumstances 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, and students with physical or mental disabilities 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 special circumstances 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 The special regulations for course selection are 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. Incoming exchange students and visiting students may register for courses without being limited by course prerequisite or minimum credit requirements as stipulated in the preceding article. Provided that the academic program or the instructor of the course stipulates otherwise, it shall take precedence.
6. Inter-university course registration:
NTU students registering for courses offered by another university or non-NTU students registering for courses offered by NTU applies only to universities, departments, or graduate institutes that have signed an inter-university course registration collaboration agreement and completed all the application procedures in writing no later than two weeks after the beginning of the semester.

Beginning in Academic Year 2014–15, the procedures of inter-university course registration at universities in the National Taiwan University System (hereinafter, “member universities”), shall be carried out in accordance with the inter-university course registration collaboration agreement between member universities.

Article 9 Where a student fails to pay the tuition and register within the time limit, they shall be ordered to withdraw pursuant to the University's *Academic Regulations*, their course selection shall be invalidated and the registered courses cancelled. Provided that the student applies on an ad hoc basis and is approved by the Office of Academic Affairs to make late tuition payment and complete the registration procedures, they may select courses in accordance with the requirements for each course selection stage stipulated herein.

Students who are dismissed or ordered to withdraw by the University may not select courses offered at the University as non-NTU students via inter-university course registration agreements.

Article 10 Students should save or print a copy of their course selection results after registering for courses at each stage of course selection and check the course selection results published in the online course selection system on the designated date to confirm the registered courses.

Chapter II Pre-Registration

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

Undergraduate students who are granted an extension of study and master's and doctoral graduate students taking full-year courses are pre-assigned to the same course in the spring semester. They are not pre-assigned to required courses.

Article 12 The stage 1 of online course pre-registration, students shall register for their preferred courses, after which the system will process course allotment. The registration of courses shall follow the requirements of a particular course. The course allotment rules are as follows:

1. Chinese, English or other foreign language, and Calculus: The system will process Chinese, English and other foreign language, and Calculus in order and allot the courses respectively based on the preference order set by the student. In the event that the registered number of students exceeds the maximum capacity limit stipulated by a course, the allotment is based on students' year of study.
2. Courses other than the preceding sub-paragraph:
 - 1) The order of allotment is processed as follows:
 - a) Liberal education courses (excluding professional courses that double as liberal education courses) shall be processed first, followed by other courses.
 - b) Courses with capacity limits shall be processed first, followed by courses without capacity limits.
 - c) All courses are randomly assigned a serial number and allotted in the order from low to high. Provided that the schedule of the selected course conflicts with other selected "other courses" or the selected courses have the same curriculum number but different class numbers, the allotment will be based on the "preference order for conflicting courses of the same course" set by the student.
 - 2) In the event that a course has conflicting schedule with pre-assigned courses or Chinese, English and other foreign language, or Calculus that

is already assigned, it will not be assigned.

- 3) When the registered number of students exceeds the maximum capacity limit stipulated by the course, the allotment rules are as follows:
 - a) Required courses: the allotment order is based on the status and the year of study of students.
 - b) Elective and liberal education courses: the allotment order is based on the status and the year of study of students.
 - c) Physical education courses: the allotment order is based on the credits of required courses and students' year of study.

The status of students is based on the academic program noted in the "Designated for" column for a course on the NOL website. Priority is given to majors and double majors of the noted academic program, followed by academic minors, and then students with disabilities who do not possess the above status, provided that, for courses conducted in English, priority is given to majors and double majors of the noted academic program, followed by academic 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 is based on the student's year of study recorded in the student status file of the Office of Academic Affairs.

1. The order of priority for students' year of study is as follows:
 - 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. For courses of the Teacher Education Program, second- and third-year undergraduate students and first-year master's and doctoral degree students are in the same priority.
3. Incoming undergraduate exchange students and visiting students are in the same priority as third-year undergraduate students.

Article 13 In the stage 2 of online course pre-registration, students shall first register for their preferred courses, after which the system will process course allotment. The registration of courses shall follow the requirements of a particular course. Students may not register for courses that have the same curriculum number with selected courses or courses with conflicting schedule.

The allotment rule of this stage is the same with those of stage 1, provided that it only processes courses that still have open spots in the order from lower serial numbers to higher.

Article 14 The special allotment rules for liberal education courses are as follows:

1. Undergraduate students admitted in and before Academic Year 2006–07 are given priority to enroll in courses that do not fall within the area of their own department. Undergraduate students admitted in and after Academic Year 2007–08 are given priority to enroll in courses that fall within the area designated by their own department.
2. Each regular 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, provided that undergraduate students is given priority over master's and doctoral graduate students.

Article 15 Registration blocking is carried out after allotment process of stage 2 of the pre-registration process is completed as follows:

1. Students who do not meet the prerequisite course requirements of the course.
2. In the event that the grade for the prerequisite course has not yet been submitted, it is deemed "X." Students are blocked from registering for the course if they do not meet the prerequisite course requirements.
3. In the event that students 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 academic program to the Office of Academic Affairs in advance), the registration will be blocked in the pre-registration stage. Students may add the course after the semester starts.

The registration of blocked courses shall be cancelled before the semester starts, provided that the blocked 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 competent division 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 competent division of the Office Academic Affairs before the semester starts and meets the requirements for prerequisite course.

Chapter III Add/Drop

Article 16 Methods for adding or dropping a course online after the semester starts are in the following three types. Course instructors shall determine the category for their courses and announce it on the NOL website in advance.

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

Type II: Instructors distribute "add authorization codes" and control the qualifications and total number of enrolled students. Students may add the course online with the authorization code distributed by instructors.

Type III: Instructors set the maximum capacity limit, and students attempting to register for the course may register for them online. The Office of Academic Affairs carries out up to four allotments based on the remaining seats of each course during the online add period.

Instructors may ask students to present their student ID and write down their student number on the sign-up sheet when distributing course authorization codes. In the event that an instructor finds a student add a course without authorization, they may notify the competent division of the Office of Academic Affairs in writing to cancel the course enrollment records.

Article 17 The schedule for the course add/drop period after the semester begins is as follows:

1. In the first and second week: Online course add/drop is carried out in accordance with the schedule announced by the Office of Academic Affairs for each semester.
2. In the third week:
 - 1) Online course add is not open, provided that students who meet the conditions set forth in Article 21 may add courses manually.
 - 2) Online course drop is open only on the first day (between Sunday 3 p.m. and Monday 8 a.m.), after which no courses may be dropped. Students may only apply for course withdrawal pursuant to the University's *Regulations Governing Course Withdrawal*. Provided that a student cannot drop the course online by the deadline for online course drop due to force majeure or special circumstances not attributable to the student, they may fill out a "Student Report" attaching relevant evidence, have the course instructor and the chairperson of their academic program sign and note their opinions, submit it to the competent division of the Office of Academic Affairs by Friday of that week. The student may be exempted after the competent division of the Office of Academic Affairs verifies it and the Vice President for Academic Affairs approves it.

Article 18 The limitations to online course add and registration are as follows:

1. Students may not exceed the maximum credit limit set forth in Article 6 after adding Type I/II courses or being allotted Type III courses.
2. Students may not add Type I/II courses if the courses have conflicting schedule with enrolled courses.
3. Students may not add Type I/II courses if the courses have the same curriculum number with the enrolled courses, except for seminars, workshops, or courses of a special nature which have been reported by the course offering department to the Office of Academic Affairs to permit the enrollment in more than a class.
4. Students may not add or register for Type I/III courses if they do not meet the prerequisites for the courses or if the course designated as upper division is not made available to lower division students. Students may be exempted provided that they 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 competent division of the Office of Academic Affairs within two weeks after the semester starts.
5. Students must meet all the requirements set forth in the University's *Regulations for Physical Education Course Selection* in order to add physical education courses.
6. 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 and not the course add/drop stage after the semester starts, provided that the limitations still apply in the following circumstances:
 - 1) Courses designated as upper division is not available to lower division students.
 - 2) In-service master's program courses are available only to in-service

master's students.

Non in-service program students who satisfy the requirements of in-service programs with the consent of the instructor and course offering units may manually add courses in accordance with Article 21.

7. In principle, the total number of students after the add/drop period in a class shall not exceed the capacity of the classroom by more than 10%. For Type III courses, the total number of students shall not exceed the maximum capacity limit set by the course instructor.

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 academic program is given the priority, followed by students minoring in the academic program, 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 academic 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 conflicting schedule 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 In the following circumstances, students may download the “Form of the Instructor’s Consent to Add”, have it signed and approved by the course instructor, and submit it to the competent division of the Office of Academic Affairs by the stipulated deadline to carry out the manual course add in the third week after the semester starts:

1. Graduating students will not be able to graduate in the current academic year without taking this course.
2. Courses taken in the current semester do not fulfill the minimum credit requirement.

3. Students who intend to take two seminar- or workshop-type courses which have the same curriculum number but with different contents.
4. Other circumstances where the course instructor permits the student's enrollment based on professional judgment.

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

Chapter IV Confirmation of Course Selection

Article 22 Students shall confirm their course selection result online in the fourth week after the semester starts in the method announced by the Office of Academic Affairs. Students who fail to do so may not request any remedial measures if finding any mistakes or errors later on.

Article 23 During the course selection confirmation stage, students may fill out a "Student Report Form" and request course add from the course instructor, their respective academic program, and the competent division of the Office of Academic Affairs by the end of the 4th week after the semester starts in the following circumstances:

1. Graduating students still have insufficient courses or credits to graduate.
2. The number of enrolled credits is lower than the minimum requirements.

Students may not drop any courses in the stage of course selection confirmation if they find that they have been enrolled in more courses (credits) than they intend to; instead, they may apply for course withdrawal.

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 heads of academic programs may view the course selection results of students in their academic programs online during the course selection periods and provide them with counselling as appropriate.

Article 26 Summer session courses shall be handled in accordance with 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 passed by the Academic Affairs Meetings of the University and then implemented on the date of promulgation.

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 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 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 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: <ol style="list-style-type: none"> 1) 6 credits of Chinese (at most 3 of which may be counted as A1–A4 GLE 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, provided that international students do not bound by the limitations on the designated GLE 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 unit (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