

NATIONAL TAIWAN UNIVERSITY

Regulations Governing Minor Studies for Students

- January 09, 1998 Amendments approved by the Ministry of Education (MOE) via official letter Tai (87) Kao (2) Tzu No. 86152704
- April 02, 2001 Amendments approved by the MOE via official letter Tai (90) Kao (2) Tzu No. 90043875
- July 09, 2004 Filed by the MOE for reference via official letter Tai Kao (2) Tzu No. 0930088625
- October 16, 2015 Amended and passed by the 1st Academic Affairs Meeting, fall semester, Academic Year 2015–16
- June 09, 2017 Amended and passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2016–17
- March 22, 2019 Amended and passed by the 1st Academic Affairs Meeting, spring semester, Academic Year 2018–19
- March 09, 2020 Amendments approved by the MOE via official letter Tai Chiao Kao (2) Tzu No. 1090003226, and the procedures for reporting to MOE were amended in accordance with the letter
- April 13, 2020 Filed by the MOE for reference via official letter Tai Chiao Kao (2) Tzu No. 1090042713
- August 17, 2021 Articles 1, 2, 3, 4, 5, 6, 8, 9, 10 and 14 filed by the MOE for reference via official letter Tai Chiao Kao (2) Tzu No. 1100105353
- January 7, 2022 Amended and passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2021–22
- January 27, 2022 Article 3 filed by the MOE for reference via official letter Tai Kao (2) Tzu No. 1110008168
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Article 1 The *National Taiwan University* (“the University”) *Regulations Governing Minor Studies for Undergraduate Students* (“the Regulations”) are formulated in accordance with Article 28 of the *University Act*, Article 25 of *Enforcement Rules of the University Act* and Article 14 of *Degree Conferral Act*.

Article 2 The bachelor's department, division and degree program (hereinafter collectively referred to as "department") may establish minors for students from other departments. The admissions quota, eligibility criteria, and requirements for each minor shall be prescribed by the respective department and submitted to the Office of Academic Affairs for review and reference.

Article 3 Undergraduate students may apply for a minor after completing one year of study and before the start of the first semester of their final year of study (not including extension of study).

Students approved to take a minor may not apply to take another. Students may change their minor only once by applying to drop their current minor and then reapplying in accordance with the Regulations.

Matters related to students taking inter-university minors shall be handled in accordance with the Regulations and the *National Taiwan University System Regulations Governing Inter-University Double Major and Minor Studies*.

Article 4 Undergraduate students who wish to declare a minor shall submit their application to the Office of Academic Affairs in accordance with regulations by the deadline announced in the academic calendar. Applications shall be

reviewed by the responsible personnel, passed by department chairs and college deans, and then submitted to the Vice President for Academic Affairs for approval.

Article 5 Departments with minors are required to stipulate a minimum of 20 credit hours of departmental required courses for each minor and submit the curriculum to the Office of Academic Affairs for publication.

Article 6 Departments credits for minors shall be counted separately in addition to the minimum graduation credits required by students' home departments.

Departmental required courses in home departments may not be double-counted as minor courses. The minors shall designate substitute courses to make up for the resulting lack of credits and submit a written report to the Office of Academic Affairs for reference.

Article 7 For students taking minors, credits and grades earned each semester for both their majors and minors shall be jointly calculated. Course selection and grades for said students shall be subject to the relevant provisions of *NATIONAL TAIWAN UNIVERSITY Academic Regulations*.

Article 8 For undergraduate students taking minors, the titles of minors shall be indicated on transcripts of academic record and other supporting documents for those who take and pass all courses and credits required by the minors. However, the titles of minors shall not be indicated on transcripts of academic record nor other supporting documents for those who have yet to complete all courses and credits required by the minors at graduation, or those who withdraw/are dismissed from the University.

The titles of minors shall be indicated on the bachelor's degree diplomas of undergraduate students taking minors who have completed all courses and credits required for the minor and earned passing grades.

Article 9 For undergraduate students taking minors who meet the graduation requirements for their majors but are unable to complete courses and credits required by the minors may apply with the Office of Academic Affairs to drop the minors.

Applications for withdrawal from a minor, as stipulated in the preceding paragraph, shall be submitted no later than the Friday of the twelfth week of each semester, as specified in the University academic calendar. This provision shall not apply to the following conditions:

1. Waitlisted students admitted by a master's degree program admission examination shall submit their application no later than five workdays following the day of receiving the admissions confirmation letter.
2. Students who fail to meet the graduation requirements of their majors and minors for failing courses in the minors shall submit their application no later than five workdays following the day of online grade announcement for the failed courses.
3. Students with justifiable cause shall present supporting documents to the Office of Academic Affairs for approval.

Article 10 Master's students who were approved to pursue a minor at the University

during their undergraduate studies, but had not completed the requirements for the minor upon leaving the undergraduate program and had no more than six credits remaining, may, with the approval of the department offering the minor, continue to complete the remaining courses and credits required for the minor. However, courses completed more than ten years earlier shall not be recognized toward the minor.

Master's students referred to in the preceding paragraph who complete all courses and credits required for the minor and earn passing grades may have the title of the undergraduate minor indicated on their master's degree diploma upon conferral of the master's degree.

The courses and credits completed for the minor as referred to in the preceding paragraph shall not be counted toward the graduation credit requirements for either the bachelor's or the master's degree.

Article 11 Dropping a minor may not be a valid reason for students requesting to drop or withdraw from a course beyond the deadlines.

The chair of a major shall determine whether courses and credits taken for a dropped minor may be counted as elective credits for the major.

Article 12 Undergraduate students may autonomously take courses and credits required for minors (excluding inter-university minors) and apply for minor qualifications reviews in the semester of graduation. Applications shall be made no later than the Friday of the twelfth week of each semester as specified in the NTU Academic Calendar.

For undergraduate students having taken 50 percent or more of the minimum credits required by the minor may apply for extension of study no later than the Friday of the twelfth week of each semester as specified in the NTU Academic Calendar.

Article 13 Undergraduate students may take a maximum of two minors (including minor(s) declared after dropping a double major before graduation).

Article 14 Matters not addressed herein shall be subject to *NATIONAL TAIWAN UNIVERSITY Academic Regulations* and other applicable regulations.

Article 15 The Regulations shall be passed by the Academic Affairs Meeting and implemented on the date of promulgation.