

NATIONAL TAIWAN UNIVERSITY

Regulations Governing Minor Studies for Undergraduate 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
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- 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
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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 2 Each department may establish minors for students from other departments. Once established, the admissions quota, criteria, and requirements shall be stipulated by each 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. However, students already approved to take a minor before changing their major may take the uncompleted original major as a minor.

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

Article 4 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 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 the University's *Academic Regulations*.

Article 8 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 bachelor's degree diplomas for those who take and pass all courses and credits required by the minors.

Article 9 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 to drop minors as stipulated in the preceding paragraph shall be submitted by December 25 in the fall semester or May 25 in the spring semester. 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 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 11 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 by the end of October in the fall semester or end of March in the spring semester. Students having taken 50 percent or more of the minimum credits required by the minor may apply for extension of study by December 25 in the fall semester or May 25 in the spring semester.

Article 12 Students may take a maximum of two minors (including minor(s) declared after dropping a double major before graduation).

- Article 13 Matters not addressed herein shall be subject to the University's *Academic Regulations* and other applicable regulations.
- Article 14 The Regulations shall be passed by the Academic Affairs Meeting, implemented on the date of promulgation, and then submitted to the Ministry of Education for reference. The same shall apply when amendments are made.