National Taipei University of Technology
Policy on Student Course Selection

Article 1   This Policy is made pursuant to the laws promulgated by the Ministry and relevant articles of the University's Academic Policy.

Article 2   Graduate students shall enroll in at least 3 credit units and up to 13 credit units per semester. The maximum enrollment allowed for students enrolled in the day division of the College of Management (other than the specific programs for foreign students) is 16 credit units; any student who has met the mandatory credit unit requirements may be exempt from the minimum enrollment. Graduate students enrolled in the Teacher Education Program may increase or modify the credit units of the Teacher Education Program that can be excluded from the maximum or minimum enrollment in each semester upon the consent of their thesis advisors or the Dean.

The maximum enrollment allowed for undergraduate students per semester is 25 credit units. Freshmen, sophomore, and junior students shall enroll in at least 16 credit units, and senior students shall enroll in at least 9 credit units. Students who delay their graduation shall enroll in at least one course per semester. Foreign students enrolled pursuant to the University's "Admission Policy for Foreign Students" shall enroll in at least 12 credit units per semester. Skillful students admitted through the guaranteed admission, and recommendation and review process shall enroll in at least 6 credit units per semester. Credits earned from all kinds of programs, national defense education, and physical education will also be recognized for the foregoing credit unit requirements.

Any student who encounters a special circumstance shall submit complete proofs, and may reduce 3 to 6 credit units required for each semester subject to the consent of the manager of the department, and the Dean of Academic Affairs. However, the minimum enrollment for freshmen, sophomore, and junior students shall be 9 credit units. Senior students who have fulfilled the curriculum and credit unit requirements for graduation may lower the credit unit requirements upon the consent of the Head of Department; they shall, however, enroll in at least one course in each semester.

International exchange students are exempt from the foregoing minimum credit unit requirement during the period of their exchange program.

Article 3   Undergraduate students whose academic scores in the previous semester rank in the top 20% among the student body of that department/section in that grade may enroll in one to two additional courses subject to the approval of the Head of Department (Class) in the following semester, and may enroll in the mandatory/selective courses for later year of study in their or other department/section.

If approved, junior and senior undergraduates may enroll in one course of a higher level in the undergraduate program or the master's program in graduate school per semester.

Graduate-preparatory students admitted through the recommendation and review process pursuant to the University's "Student Enrollment Policy for Accelerated Master's Program" may enroll in up to 3 graduate courses of the master's program per semester (plus additional workshop curriculum if desired) upon approval.

Graduate students may enroll in undergraduate courses, but the scores will not be recognized for the total average in that semester and upon graduation, and no credit will be recognized for the graduation units requirements.

Students of second year in the master's program may enroll in the doctoral curriculum if approved.

Article 4 Mandatory courses shall be taken in the students' original class, except for course retake, schedule conflict between the retaken course and a mandatory course in the students' original class, or enrollment in a project workshop practice course of another department. Enrollment in the mandatory English courses is subject to the University's "English Level Determination and Class Placement Policy for Common Mandatory English Language Study". The Office of Academic Affairs may at its sole discretion cancel any enrollment which is discovered violating the rules.

Students may only enroll in the selective courses of their department at the preliminary course selection. Cross-department course selection is available during the process of adding/dropping courses.

Article 5 No enrollment in courses with schedule conflict is allowed. No credit from taking a course with the same name as the one that has been successfully completed or substituted/waived will be recognized for the graduation units requirements.

Students with extension of studies attending University approved overseas programs are not allowed to enroll in any courses from the University, with the exception of graduate students who have only their thesis/dissertation left, in which he/she must enroll in the thesis/ dissertation course during their extension of studies.

The Office of Academic Affairs may, at its sole discretion, cancel any course that is not in conformity to the course selection policy, and give a notice to the student.

Article 6 The minimum number of student enrollments is 7 for selective courses in graduate schools, 13 for general education courses and selective courses in undergraduate programs. If the lecturer is a full-time teach in the University, the minimum number of enrollments will be 10 for undergraduate courses, and 5 for graduate courses.

Article 7 Full-year curriculum shall be taken according to the prescribed course order.

Article 8 There are two steps in the student course selection process, preliminary selection and adding/dropping courses. Student's shall complete the processes within the specified

time as below:

1. Check and submit the pre-selected courses on the "Semester-end Online Pre-selection System" between Weeks 16 and 17 of the previous semester.

2. Students may add or drop courses on the "Online Add/Drop System After School Starts" during Weeks 1 and 2 after school starts, and complete the approval processes as may be required by the teachers as enrollment criteria. Graduate students shall obtain their advisors' consent for adding or dropping any course. Late process will not be accepted. Teachers will consider the teaching condition to decide whether to approve the process of adding or dropping courses.

3. Final course selection results can be viewed from Week 3 after school starts. Any error may be corrected by submitting a request to the curriculum office before Week 4 (obtain the Course Selection Change Report)

4. Any student who is unable to continue certain course after the add/drop process may apply for withdrawal through the "Mid-term Online Withdrawal System" during Weeks 5 to 12, and withdraw from that course upon the approval of the teach and the Head of Department (Dean), or the consent of the advisor in terms of withdrawals by graduate students. Any fee paid for those credit units will not be refunded. The total credit units enrolled shall at least meet the minimum credit unit requirements of that semester after the withdrawal. Students who delay their graduation shall keep at least one course. For withdrawn courses, no scores will be submitted, but a note "withdrawal" will be placed.

Article 9　　Each department/school/institute may create its own course selection procedures without violating the course selection policy. Any matters not set forth herein shall be handled according to the University's other policies and regulations of academic affairs.

Article 10　　Foreign graduate students in the University may enroll in the courses of other departments/institutes which are conducted in English, and earn their credit units upon the consent of their advisors and the manager of their departments due to lower number of courses conducted in English in their own departments. Graduation units shall be determined according to the curriculum and relevant rules of each department.

Article 11　　This Policy and its amendment shall become effective upon the resolution of the Academic Affairs Meeting.