National Taipei University of Technology Regulations for Undergraduate Students Declaring Minors

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Chapter I General Provisions

Article 1 Pursuant to the provisions of the University Act and the Academic Policy of National Taipei University of Technology (hereinafter referred to as "the University"), and with the aim of broadening students' learning horizons and promoting inter-university cooperation, the University hereby formulates the Regulations for Students to Study Minor (hereinafter referred to as "the Regulations").

Article 2 As used in these Regulations, students study in two ways: On-campus Minor and Intercollegiate Minor.

Article 3 The term "On-campus Minor" as used in these Regulations refers to a department in which the students of the University are studying a Minor that is set up on campus. The term "Intercollegiate Minor" refers to the students of the University taking additional departments of different nature of other schools, or students of other schools adding departments of different nature of the University as a Minor.

The details of the inter-university Minor work should be agreed between the university and other schools.

Chapter II Minor within the University

Article 4 Each department of the University may become Minor of each other, and the conditions and examination standards for each department to establish Minor programs (including acceptable departments, quotas, prerequisite courses, required and elective courses, and total number of credits to be taken, etc.) shall be formulated by each department and submitted to the Office of Academic Affairs for reference.

Article 5 When each department is an Minor of another department, at least 20 credits of the courses from the department offering the Minor program shall be selected as the required courses for the

Minor program. Each department may also specify other required and elective courses and credits.

Article 6 After completing the first-year course, undergraduate students of the four-year department of the University Division shall apply to the academic affairs unit of their program during the application period specified in the academic calendar of each semester, from the second year until the first semester of the last year of study (excluding the extended period of study).

Article 7 Minor students are required to select courses for the Minor at the same time as courses for the original department during the add and drop period of each semester. The total number of credits to be taken for the main and Minor courses in each semester shall not exceed the maximum limit as stipulated in the University's academic policies.

Article 8 Minor courses shall be taken in addition to the minimum graduation credits specified by the original department and shall be regarded as elective subjects for the student. Credits for the same subjects taken in both the original department and the Minor shall not be counted towards the Minor.

In the case where the compulsory courses of the Minor and the original department have the same name and nature, with the consent of the head of the Minor, exemption may be granted, but the credits shall not be counted twice. The Minor shall designate alternative subjects to make up for the difference in credits.

Article 9 Students who are pursuing a Minor program shall register all the courses they take in both their original major and the Minor program on their academic transcript each semester. The credits and grades obtained from both programs should be calculated together. If the number of unsatisfactory credits meets the school's policy for dropout, the student shall still comply with the academic regulations and course selection policies of the school.

Article 10 Minor courses shall be opened by their original department . If the school needs to open a new class within the prescribed study period, credit fees shall be paid. Students who choose to pursue a Minor program and extend their study period should pay credit fees if they have less than nine credits. Those who have nine credits or more (inclusive) should pay full tuition and miscellaneous fees.

Article 11 Students may study the required courses of the Minor program on their own and apply to the academic affairs unit to which they belong for qualification examination before the final exam of the final semester of their expected graduation year.

Article 12 If a student pursuing a Minor program has already met the graduation requirements of their original major but wishes to stay on campus to make up for the courses and credits required for the Minor program, they must complete at least one-half of the total minimum credits required for the Minor program. They should submit an application for an extension of study period before the final exam of the final semester of their expected graduation year and send it to the academic affairs unit to which they belong. Students who fail to apply for an extension of study period shall be deemed to have given up their continued studies.

Article 13 Upon completion of the required courses and passing grades specified by the Minor program, the student's degree certificate, academic transcript, and other relevant certification documents shall include the name of the Minor program. However, if the student has not fulfilled the requirements of the Minor program at the time of graduation, the name of the Minor program

shall not be included in the relevant certification documents.

Article 14 Students who have not fulfilled the required credits of the Minor program by the end of the prescribed period of study shall not be eligible to apply for any certification issued by the Minor program.

Chapter III Intercollegiate Minor

Article 15 With the approval of the department and academic affairs unit of their program, students of the University may pursue a Minor at other institutions if they meet the eligibility requirements established by these institutions. The number of credits per semester taken at other institutions should not exceed one-third of the maximum credits allowed for that semester.

Article 16 Students from our University studying in a Minor at other institutions should follow the relevant regulations of the Minor department with regards to their eligibility, application process, courses, credits, and handling of course failures.

Article 17 Courses taken by students studying in a Minor at other institutions should be considered as elective courses, and their grades will be combined with those of their major program when calculating their overall academic performance. Limitations on the total number of credits and the handling of failing grades will be in accordance with the University's academic rules.

Article 18 Students from our University who study in a Minor at other institutions, but fail to complete or abandon the program for any reason, may have the courses they have taken recognized as either interdepartmental elective credits or professional elective credits, as determined by their major program. The total number of credits recognized should be handled in accordance with the University's guidance on Intercollegiate Course Taking.

Article 19 Students of the University who study in a Minor at other institutions, and who meet the graduation requirements of both their major program and the Minor program after being reviewed by both institutions, may have the name of the institution and department of their Minor program added to their degree certificate, or receive another certificate to verify their completion of the Minor program.

Article 20 Students from other schools who meet the requirements of the University to enroll as Minor students may apply to take Minor courses at the University.

Such students must submit their application to the Office of Academic Affairs within the time frame specified by the University and obtain approval from the head of the relevant department before selecting Minor courses during the course selection period of each semester.

Article 21 Students who enroll in the Minor program at the University from other schools must complete at least 20 credits of professional (departmental) courses as specified by the Minor program, with the subjects and credits of the Minor program determined by each department.

Minor credits must be taken in addition to the minimum graduation credits required by the original university.

Article 22 If the Minor program at the other school has the same compulsory courses as the student's original department, such courses cannot be counted as Minor courses at the University. In such cases, the student must complete the prescribed credits in the compulsory courses of each Minor or other related subjects.

Article 23 For students from other schools who enroll in the Minor program at the University, the regulations of the original school shall be followed in regards to the total credit limit and the handling of failed subjects that reach the dropout standard.

Article 24 Students from other schools who are enrolled in the University's Minor program, but are unable to continue studying for any reason, must apply to abandon the program during the add and drop course period for that semester. The subjects studied in the Minor program will be treated as elective credits of the student's original department according to the relevant regulations of that department.

Article 25 Students from other schools who have applied to abandon the University's Minor program and wish to obtain their graduation qualification by studying credits from their original department should apply to abandon the Minor program within the add and drop course period for that semester.

Article 26 Students from other schools who have enrolled in the University's Minor program, and have completed the required subjects and credits of their original department, but have not completed those of the Minor program, should abandon the Minor program and graduate from their original department when the two-year extension period has ended.

Article 27 Students from other schools who have enrolled in the University's Minor program and subsequently abandon it are not entitled to a refund of any previously paid fees.

Article 28 Students from other schools who have completed the required subjects and credits of the University's Minor program, and have passed with a satisfactory grade, may submit relevant documents to the Office of Academic Affairs for review to determine if they have met the requirements for the Minor program. They may not request to be issued Minor program certification documents without review.

Chapter IV Supplementary Provisions

Article 29 Any matters not covered by these Regulations shall be handled in accordance with the provisions of the University and relevant laws and regulations.

Article 30 These Regulations shall be promulgated and implemented after being adopted by the Academic Affairs Meeting, and reported to the Ministry of Education for record. The same shall apply when they are amended.

" This regulation has been translated into English according to the original Chinese version. If there is any inconsistency or ambiguity between these two versions, the Chinese version shall prevail. "