

National Taipei University of Technology Regulations for Undergraduate Students Declaring Double major

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Chapter I General Provisions

- Article 1 Pursuant to the provisions of the University Act, Enforcement Rules of the University Act, Degree Conferral 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 Double Major Studies (hereinafter referred to as "the Regulations")
- Article 2 The Double Majors referred to in these Regulations are divided into two ways: on-campus double major and Intercollegiate double major.
- Article 3 The term "On-campus double major" as used in these Regulations refers to a department in which the students of the University are studying a double major that is set up on campus. The term "Intercollegiate double major" 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 double major. The details of the inter-university double major work should be agreed between the university and other schools.

Chapter II Double Majors in the School

- Article 4 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). The application is restricted to one department at a time.
- Article 5 The University's departments must mutually agree and establish regulations, such as the Double Major course schedule and examination standards, **which will be reviewed by the department meeting** and submit them to the Academic Affairs Council for approval before

announcing implementation.

Article 6 In addition to the required courses and minimum graduation credits set by the main department, students who pursue a double major must also complete at least 40 credits of compulsory and elective courses in the additional major, and pass with a minimum grade to qualify for double major graduation.

If a student has already passed a required course in the main department that has the same name and nature as a required course in the additional major department, the additional major department will determine whether it can be used as credit for the additional major department. If a student has already passed a required course in the additional major department that has the same name and nature as a required course in the main department, the main department will determine whether it can be used as credit for the main department. Credits for approved concurrent subjects can be counted twice, up to a maximum of 12 credits.

Courses are counted on a per-subject basis, and credits with fewer credits can be used to offset credits with more credits. The additional major department should designate alternative subjects to make up any credit differences. Courses with more credits cannot be used to offset required courses.

Article 7 The courses taken by a double major student in both the main department and additional major department should be registered on the transcript together. The credits and grades obtained will be calculated together. The limit on study credits and number of unsatisfactory credits required for dismissal will still be determined by the University's regulations and course selection requirements.

Article 8 If the University needs to offer additional courses for double majors during the designated study period, students pursuing a double major must pay additional tuition fees. If a student extends their study period due to pursuing a double major and has earned more than 9 credits, they will be required to pay full tuition fees.

Article 9 Students can take the courses needed to fulfill the requirements for a double major by themselves, and they must apply for approval to their respective academic department **before the final exam of the final semester of their expected graduation year.**

Article 10 If a student who is pursuing a double major has already met the graduation requirements of their primary department and wishes to remain on campus to make up subjects and credits for the double major, they must achieve at least one-third of the minimum required credits for the double major. **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.** Failure to apply for an extension will be deemed as giving up on further studies.

Article 11 If a double major student fails to meet the required credits and is at risk of being dropped out during the extended study period, but has already completed the required credits for their primary major, they will graduate with a degree in their primary major.

Article 12 If a student who is pursuing a double major fails to complete the required courses and credits for the double major after the expiration of the two-year extension period but has

completed the requirements for their primary major, they may choose to graduate with a degree in their primary major. However, they will not be allowed to make up for their double major credits after graduation. If they choose to continue their double major, they can apply to extend their study period for up to one year. If they still fail to meet the required credits for the double major after the extended period, they will graduate with a degree in their primary major.

Article 13 If a student who is pursuing a double major fails to complete the required courses and credits for the double major due to reasons specified in Articles 11 and 12 but has already reached the credits required for a minor, they may be granted a minor qualification.

Article 14 For students who are pursuing a double major, their transcripts, graduation lists, degree certificates, and other relevant documents must indicate the name of their double major department. However, if the student gives up, cancels their double major qualification, or drops out of school, the name of their double major department will not be indicated on their documents, and no certificate for the double major will be issued.

Chapter III Inter-Academic Double Majors

Article 15 With the agreement of the department and academic affairs unit of the corresponding school, students of the University who meet the eligibility requirements of other schools to enroll in double majors may study in other schools for double majors. During the period of study, the maximum number of credits taken in other schools per semester shall be one-third of the maximum number of credits for that semester according to the regulations.

Article 16 Students from our university who study double majors at other schools shall comply with the relevant regulations of the double major department in terms of application qualifications, application time, subjects, number of credits, and handling of non-completion due to unforeseeable circumstances.

Article 17 The courses taken by university students studying for double majors at other schools shall be regarded as elective subjects, combined with the courses of the original department for grade calculation. The limitations on the total number of credits taken and the handling of failing subjects reaching the dropout standard shall be dealt with according to the relevant provisions of the academic rules of the University.

Article 18 If a student of the University who is studying for a double major at another school fails to complete or abandons the double major for any reason, the recognition of the subjects he/she has taken in the double major of another school as interdepartmental elective credits or professional elective credits shall be determined by the original department. However, the total number of credits recognized shall be handled in accordance with the regulations on Intercollegiate Course Taking.

Article 19 If a student of the University studying for a double major at another school meets the graduation requirements of both the major department and the double major department after being reviewed by both schools, the school name and department name of the double major shall be added to the degree certificate or another certificate shall be issued accordingly.

Article 20 Other school students who meet the conditions for the University's acceptance of double

majors from other schools may apply for admission to the University's double major program.

The aforementioned students must apply to the Office of Academic Affairs within the specified time frame as set by the University. They may select double major courses within the course selection period of each semester, with the approval of the head of the relevant department.

- Article 21 Students from other schools who wish to take the University's double major program must complete at least 40 credits of professional courses (including courses required by the respective department), and the subjects and credits required for the double major must be determined by each department. The double major credits must be taken in addition to the minimum graduation credits required by the original university.
- Article 22 If a student from another school taking the University's double major program takes courses that overlap with the compulsory courses of their original department, such courses cannot be counted towards the credits required for the University's double major program. The student must instead take the required credits in the compulsory courses of the respective double major department or other relevant courses.
- Article 23 For students from other schools who take the University's double major program, the handling of credit limits and credits of failed courses that reach the standard for expulsion must be in accordance with the regulations of their original school.
- Article 24 If a student from another school who has enrolled in the University's double major program is unable to continue for any reason, they must apply for abandon during the add and drop course period for that semester. Whether the courses completed for the double major can be counted towards elective credits in their original school department will be handled in accordance with the relevant regulations of their original school department.
- Article 25 Students from other schools who apply for abandon from the University's double major program and expect to obtain graduation qualifications by studying credits from their original school must apply during the add and drop course period for that semester.
- Article 26 Upon completion of the extended two-year study period, students from other schools who have enrolled in a double major at the University must abandon the double major of the University and graduate from their original school department if they have completed the required subjects and credits of their original school department but have not completed the required subjects and credits of the double major department. However, if the subjects and credits of the additional department have already met the requirements of the Minor, the student may still be eligible for the Minor qualification.
- Article 27 If students from other schools who enrolled in a double major program at the University abandon the double major, any fees previously paid will not be refunded.
- Article 28 Students who have completed the required subjects and credits of the Double Major program at the University and have passed the grades may submit relevant forms to the Office of Academic Affairs for review of their Double Major qualification. They may not request Double Major certification documents without prior review.

Chapter IV Supplementary Provisions

Article 29 Any matters not covered in 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. Any amendments to these Regulations shall follow the same process.

" 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. "