

**National Taipei University of Technology**  
**-Application Form of Interscholastic Course Selection for Students from National Taipei**  
**University of Technology** **112.07.06**

Period of Course Selection: Semester: \_\_\_\_\_; Academic Year: \_\_\_\_\_

Date of Application (MM/DD/YY): \_\_\_\_\_

**I. Student Information**

School		Student ID Number	
Department		Name	
Class		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Current Status	<input type="checkbox"/> Bachelor's Program <input type="checkbox"/> Master's Program	National ID Number	
E-mail		Contact Number	

**II. Course Information**

School for which the course is opened:							
	Class	Course Number (Subject Number)	Course Title (Chinese & English)	Credit	Time Period EX: Mon (56)	Signature from Instructor	Course Level
1			Chinese: English:				<input type="checkbox"/> Bachelor's Program <input type="checkbox"/> Master's Program <input type="checkbox"/> Doctor's Program
2			Chinese: English:				<input type="checkbox"/> Bachelor's Program <input type="checkbox"/> Master's Program <input type="checkbox"/> Doctor's Program

**III. Review (please follow the sequential order)**

<b>I. Review from National Taipei University of Technology</b>			
Review from the department to which the student belongs (1)			Signature from Office of Academic Affairs (2)
<input type="checkbox"/> Included <input type="checkbox"/> Not included as a graduate credit of mandatory course. (Course to which credit waiver applies: _____; 7-digit number: _____) <input type="checkbox"/> Included <input type="checkbox"/> Not included as a graduate credit for optional course. <input type="checkbox"/> Included <input type="checkbox"/> Not included as a graduate credit for interscholastic professional course. <input type="checkbox"/> Included <input type="checkbox"/> Not included as a graduate credit for liberal art: ___ dimension Note: Upon graduation, the verification result mentioned above should not breach the rules of this school and other school that accepts the interscholastic course selection program.	Signature from Department Chair	Registration Division (Graduate students are exempted from this column.)	
	Signature from Adviser (Undergraduate students are exempted from this column.)	Curriculum Division	
<b>II. Review from school that accepts interscholastic course selection program.</b>			
Signature from Department Chair (3)	Office of Academic Affairs (4)	Signature from Cashier Division (5)	
		Credit fee should be paid according to the rules of other schools.	Note 1: Students from the day division of this school who select course as provided by the day division of National Taipei University, Taipei Medical University, and National Ocean University are exempted from the credit fee. Note 2: College students who prolonged their studies and select courses as provided by the aforementioned schools should have their score recorded to the grade system of this school and have their credit fee paid according to the rules of this school.

**Note:**

1. Students of this school should only select interscholastic course not opened by the department and institute of this school during the given semester. They should not go to other school for interscholastic course selection during the regular class meeting held in the 3<sup>rd</sup> and 4<sup>th</sup> session of each Tuesday.
2. Interscholastic course selection should be done in accordance with the course adding/dropping period of this school and certain period as regulated by other schools that accept interscholastic course selection program. Please send the duplicate copy of this application form to relevant units. Late application is not acceptable.
3. Applicant should print a total of 2 application forms after the application is done, with original copy sent back to the school that accepts the interscholastic course selection program, one duplicate copy sent back to this school, and another duplicate copy kept by the student in charge.
4. After the semester is over, school that accepts the interscholastic course selection program should mail the student's grade report to the "Office of Academic Affairs, National Taipei University of Technology" at No. 1, Section 3, Zhongxiao E Rd, Da'an District, Taipei City, 106.
5. Students who take courses from other schools must comply with Article 25 of the University's Academic Policy. The semester grades shall be recorded on a 100-point scale. Special courses may adopt pass-fail evaluation after the academic affairs conference approval. Students who take the courses unapproved by the conference must appraise the necessity. Whether the special course credits are recognized as graduation credits or not depends on the curriculum standards of the respective departments.

# National Taipei University of Technology

## Application Process of Interscholastic Course Selection

I. Regulatory Basis: Rules Governing Interscholastic Course Selection for Students from Other Universities

II. Application Period: Course Add/Drop Period of Each Semester

III. Application Approach: Please follow “OFFICIAL PAGE OF OFFICE OF ACADEMIC AFFAIRS → APPLICATION FORM DOWNLOAD ” to download the application form and refer to “V. Standard Operating Procedure” to apply for the interscholastic course selection.

IV. Caution:

(I) Student of this school can only apply for interscholastic course that are not opened by department or institution of this school. In addition, total credits generated from the interscholastic course selection should not surpass  $\frac{1}{3}$  of minimum credits as required by the graduation threshold of original department in this school.

(II) Aside from the course suspension resulted from under-enrollment, student from other school should not ask for course drop or credit fee refund after the interscholastic course selection is done.

(III) Since National Taipei University of Technology, Taipei Medical University, National Taipei University, and National Taiwan Ocean University all belong to the University System of Taipei, students from the day division of these 4 universities are exempted from credit fee if they choose to select the day-division interscholastic courses from each other. Student who choose to prolong his/her study is subjected to the rules governing credit fee of his/her school. (Interscholastic course selection for liberal art can only be done online. Application in paper form is not accepted.)

V. Standard Operating Procedure:

### Application Form Download

Download Address for Students from Taipei University of Technology:

<https://oaa.ntut.edu.tw/var/file/8/1008/img/2985/E3en.pdf>

Download Address for Students from other Universities:

<https://oaa.ntut.edu.tw/var/file/8/1008/img/2985/E4en.pdf>

### **Interscholastic Course Selection for Students from National Taipei University of Technology**

#### Original School

#### National Taipei University of Technology

1. Signature from Department (Institution) Chair
2. Curriculum Division, Office of Academic Affairs

#### School for which interscholastic course is selected:

1. Instructor
2. Department (Institution) Chair
3. Office of Academic Affairs
4. Credit Fee Payment at the Cashier Division

### **Interscholastic Course Selection for Students from Other Universities**

#### Original School

1. Signature from Department (Institution) Chair
2. Office of Academic Affairs

#### National Taipei University of Technology

1. Instructor
2. Department (Institution) Chair
3. Office of Academic Affairs
4. Credit Fee Payment at the Cashier Division

### Course Selection Completed

After making your credit fee payment at the Cashier Division, please send the original copy of the application form back to the **Curriculum Division of Office of Academic Office of National Taipei University of Technology**. Before meeting the application deadline, please send the duplicate copies to: (1) unit of academic affairs in charge of the interscholastic course selection; (2) department or institution for which the interscholastic course is selected; (3) original department (institution) of the student; (4) self-keep by student in charge of the interscholastic course selection.

### Course Opening and Selecting

1. Curriculum Division of this school should encode the course number and setup the course opening.
2. Student should confirm course selection information online.

### Final Report Card

1. After receiving student's score from other school, Registration Division of this school should insert the student's score to the system of this school.
2. Student can check the score online or print out the report card.

### Student ID Number for Students from Other School

1. After the course add/drop period of this school is over, students from other schools can check their student ID number online.
2. By using the student ID number provided, students from other schools can check their curriculum guideline and curriculum information on the course selection system of this school.

### Grade Report

1. At the end of the term, instructor in charge should send out the student's score to Registration Division of this school.
2. In turn, Registration Division of this school should send out the student's score to the student's original school.