

National Taipei University of Technology

-Application Form of Interscholastic Course Selection for Students from Other Universities

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"/> Doctor's Program	National ID Number	
E-mail		Contact Number	

II. Course Information

	Division	Class	Course Title (Chinese & English)	Credit	Hour	Class Number (6 Digits)
1	<input type="checkbox"/> Day Division <input type="checkbox"/> Night School		Chinese : English :			
2	<input type="checkbox"/> Day Division <input type="checkbox"/> Night School		Chinese : English :			

III. Review (Please follow the sequential order.)

1. Review from the Applicant's School			
Signature from Department Chair (1)	Signature from Adviser (2) (College students are exempted from this column.)	Signature from Office of Academic Affairs (3)	
2. Review from National Taipei University of Technology			
Signature from Instructor (4)	Signature from Department that Opens the Course (5)	Signature from Curriculum Division, Office of Academic Affairs (6)	Signature from the Cashier Division (7)

Note 1: Students of the University System of Taipei are requested to use the "Inter-University Course Selection Application Form of the University System of Taipei".

Please make your payment according to the course types:

If the course hours are more than the credits, the course hours are counted.

Credit Fee of Bachelor's Program: NT\$1,025 x _____ credits = NT\$ _____

Credit Fee of Master's Program: NT\$1,650 x _____ credits = NT\$ _____

Others: NT\$ _____ x _____ credits = NT\$ _____

Note:

1. Interscholastic course selection should be done during the course selection period of this school. Late application is not accepted.

2. Student from other university should print a total of 2 applications forms after completing the interscholastic course selection, with duplicate copy kept by the interscholastic course selection unit of original school and original copy kept by the Curriculum Division, Office of Academic Affairs of this school.

3. 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.

4. To gain access to the course selection system of this school, please enter the account number (student ID number as provided by this school) and password (lower case letter of national ID card + first 7 numbers of national ID card + ㄖ). Since the student ID number will be announced on the notice board of Office of Academic Affairs after the course add/drop period is over, please wait until public notice to gain access to the system.

5. If you select the "continuing education department" as a course type, please send this application form to the Office of Academic Affairs, Continuing Education Department located on the 5th floor of administration office building at this school.

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 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.