

**Q : How to start a class?**

**A :** The teaching unit operates the course scheduling system according to the schedule and related documents set by the teaching affairs office's opening letter. Curriculum Planning and Scheduling: The compulsory, graduation credit changes and compulsory course content adjustments of each department (institute) must be approved by the department (institution) curriculum committee and college curriculum committee, and will be effective after being submitted to the curriculum team for review by the curriculum committee. For newly added elective courses, the elective course revision (new) form must be filled in, and reviewed and approved by the department (institute) course committee and college course committee, and sent to the Academic Affairs Office for changes. Curriculum planning must conform to the "Common Principles of Curriculum Planning in NCKU". Curriculums should include educational goals, basic qualities and core competencies. In order to promote students' cross-disciplinary study, university courses must be arranged according to time-of-day modules. For special circumstances, changes must be made. Compulsory courses must be reviewed and approved by the department and the school curriculum committee. Project deeds must be approved by the dean. Changes are required for special courses. Sign the Dean's consent to open the schedule.

**Q : What should I do if the student numbers of courses does not meet the selection regulations?**

**A :** Each department should be based on the number of students, faculty, equipment and future development planning courses. After the completion of the semester, the number of students must be 12 in the university department and 3 in the institute. However, this class (group) does not limit the number of approved enrollment places for the class (group) during the year of the course. (Combined courses are determined by those with higher approved enrollment places). Those who do not meet the number of courses and still need to teach, should state the special reasons within 3 days after the end of the third-stage supplementary reform and abandon the election, and propose a signature form for the teachers and students to begin the project. Project-approved courses must not be counted for over-hours. Courses that do not reach the number of electives for two consecutive school years should be reviewed by

the department's curriculum committee, and the courses should be consolidated or introduced every other year.

**Q : When does the course outline need to be completed online?**

**A :** To help students understand the curriculum, the outline of all courses must be completed online one week before the start of the course.

<http://140.116.165.74/syllabus/login.php>

**Q : How to apply for a degree exam?**

**A :** After the student completes the application for the degree examination webpage, the department should enter the academic affairs system / degree examination for review assignments. The application period for graduate students to apply for the master's or doctoral degree for the first semester ends on January 20 or for the second semester ends on July 20. Please indicate in the application for degree examination that you meet the requirements of the members appointed by the department to comply with Article 5 of the rules for the graduate degree examination of NCKU. The forms should be sorted according to the application form. Before the application form is submitted to the class team for review, the department has all the permissions to help the student make changes. After completing the change, print the form for review. After the class team has approved the change, the student network must be submitted Apply for changes to the road and then print the seal to be submitted to the academic affairs team for review. For detailed degree examination regulations, please refer to

<http://cid.acad.ncku.edu.tw/files/11-1056-1378.php?Lang=zh-tw>