

# 國立成功大學校際選課實施辦法

National Cheng Kung University

## Implementation Regulations for Inter-university Course Selection

Amended and approved at the 1<sup>st</sup> Academic Affairs Meeting, 03.05.2003

Amended and approved at the 1<sup>st</sup> Academic Affairs Meeting, 09.29.2005

Amended and approved at the 2<sup>nd</sup> Academic Affairs Meeting, 05.15.2007

Amended and approved at the 2<sup>nd</sup> Academic Affairs Meeting, 05.24.2011

High (2) letter code 1000111469 for scrutiny

1. These regulations for the implementation are enacted based on Article 26<sup>th</sup> of the Enforcement Rules of the University Act to promote intramural collaboration and enhance full utilization of faculty as well as facilities and to enable students to choose courses at other educational institutions.
2. Students of National Cheng Kung University may take courses in other universities provided the courses are not offered in the immediate semester curriculum of the University.
3. The credits earned from selecting courses at other institutions should not exceed one third of the overall credits in each semester, which does not apply to late graduates and graduate students. The number of credits that can be earned at other institutions is also restricted by credit restraints imposed each semester.
4. Students who wish to select courses in other institutions should fill in the application form, including the intended courses, credits; course schedule, related departments of the institutions attended, and total credits taken in the immediate semester. The form should be verified by the Curriculum Division after being approved by the relevant department heads. Those who pass the verification will obtain approval letters issued by the University and then proceed with the course selection procedure at the other educational institutions.
5. If taking courses in other educational institutions, students of the University shall pay the fees prescribed by the related institutions. The class hours (including time needed for commuting) shall not be in conflict with those of their selected courses at the University. In case of clashes, the scores of these courses will be canceled.
6. Students from other educational institutions who wish to select courses offered by NCKU have to receive approval from their own university and fill out an application form as prescribed by the University. Numbers are limited according to the stipulations of each department. The application must be completed within a week from the registration day, or it will not be processed. Course fees should be paid according to the standard set by the Ministry of Education. For computer and/or language courses, students must pay the intern fees.
7. Once students from other educational institutions have completed the required registration process, they shall not drop elected courses or ask for a refund unless the courses are canceled due to insufficient enrollment. Following completion of each semester, the grades of students shall be reported by the Registration Office of the University to their respective educational institutions.
8. If these regulations are not specified clearly, please act in accordance with relevant regulations and rules.
9. These guidelines and their revisions are in effect subject to the approval of the Academic Affairs Meetings.

\*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.