

National Taiwan University of Science and Technology (NTUST)

Inter-University Course Enrollment Form

Course Enrollment: _____ (1,2) semester of Academic year _____

Date: _____

Guidelines for Inter-University Course Enrollment:

- Students who select courses offered by other universities are restricted to taking courses that are not being offered at Taiwan Tech during that particular semester. Exceptions will be made for undergraduates who are retaking failed courses or those who have extended their period of study. The courses offered by other universities which a student has selected must not be scheduled at the same time as courses at Taiwan Tech selected by the same student. If such a conflict occurs, the off-campus course selection will be cancelled.
- For Master's Program and Doctoral Program students, in principle, the total credits taken in courses offered at other universities (including distance learning courses) shall not exceed one third of the required minimum of credits for graduation, as set out by the regulations of the student's department, graduate institute, or study program. Whether credits beyond this limit can be taken as graduation credits is determined by applicants' home departments. Undergraduates taking courses offered at other universities (including distance learning courses) cannot take more than six credits or two such courses each semester. However, students pursuing a minor, a dual major, or a credit hour study program including courses offered at other universities may take an additional six credits or two courses beyond the above limit per semester.
- Students selecting courses offered by NTU or NTNU(NTU system) should register through NTUST's course selection system (this form does not apply).
- Once this form is completed and signed by necessary units, please: (1) Submit the original copy to the NTUST Office of Academic Affairs before the end of the Add-and-Drop Period. (2) Send one copy to the Office of Academic Affairs of the course offering university. You may make additional copies if required by other units.
- Students from other universities who wish to enroll in courses offered by NTUST should log into NTUST's Inter-University Course Selection System (<https://interuniversity.ntust.edu.tw/Default123.aspx>) to enter their personal information. Afterward, they should submit the Inter-University Course Enrollment form, either from their home university or generated from the NTUST system, to the Academic Affairs Office at NTUST.

I. Applicant's Information :

Home University: National Taiwan University of Science and Technology				
Student ID		Name :		
Department :		Degree Program:		Year:
Tel :		E-mail:		

II. Inter-University Course Enrollment Information :

Offering University : _____

Department	Course Code	Course Title	Credits	Course Level	課程類型
		中文 :		☐ Undergraduate	☐ Distance Learning
		英文 :		☐ Master's	☐ English-taught Course
				☐ PhD	

III. Approval by National Taiwan University of Science and Technology :

(1) Advisor or Supervisor	(2) Department	(3) Teacher Education Center	(4) Office of Academic Affairs
		Required for courses offered by Teacher Education Center only	

IV. Approval by the Offering University :

(5) Course Instructor	(6) Department Head	(7) General Affairs Office (Cashier for payment)	(8) Office of Academic Affairs

Note: If a completed Inter-University Course Enrollment form is not submitted back to the Office of Academic Affairs at NTUST, it will be considered as not having completed the course enrollment.