

National Taiwan University of Science and Technology Guidelines for Inter-university Course Selection Notice

✂ Students who select courses offered by National Taiwan Normal University and Taipei Municipal University of Education may be considered as equivalents to the ones offered by NTUST. No extra credit fees are required. The course enrollment should be conducted in accordance with inter-university course selection procedures.

✂ Inter-university course selection should be applied **in written form**. To download the form for inter-university course selection, please go to the webpage of Administration/Office of Academic Affairs/Office of Graduate Studies/ Forms download (http://www.academic.ntust.edu.tw/ezfiles/1/1001/img/1281/c02_04.doc).

All procedures must be completed within course adding/dropping period.

1. These guidelines have been established in accordance with Procedure 29 of the University Law and the actual circumstances pertaining at this university.
2. If a student wishes to select a course offered by another university, in principle it should be a course not offered by this university, and the class time should not conflict with that of courses that the student has selected at this university; otherwise, the selection of the off-campus course will be cancelled. “Inter-university course“ is assumed to refer to a required or elective course that is not part of the curriculum offered during the student’s time of study at the university.
3. When **master’s and doctoral programs students** select courses offered by other university (including distance-learning courses), **the credits thus earned may account for no more than 1/3 of the minimum number of credits required for graduation by their department, graduate program, or study program. Any outside credits taken beyond that limit may not be counted toward the graduation minimum.** Undergraduate students who select courses offered by other universities (including distance-learning courses) may not take more than six credits or two courses outside the university per semester.
4. Students from other universities who wish to select courses at this university must

do so within the period for adding and dropping courses each semester. Their course grades will be determined according to the relevant regulations set out in this university's General Academic Regulations.

5. This university may collect payment of tuition, laboratory, and materials fees from students electing its courses from outside the university.
6. Students selecting courses offered by other universities must do so according to the following regulations: The student must fill out the four-copy form for selecting courses offered by other universities, and after having it approved by the student's department, graduate program, or study program, take it to the other university to sign up for the course. Two of the four copies in the form will be kept by the relevant department or graduate program and the section of the Office of Academic Affairs in charge at the other university for their records. After the other two copies have been approved by the relevant department or graduate program and the section of the Office of Academic Affairs in charge at the other university, the student should bring them back to this university and turn in one copy each to the student's department, graduate university, or study program and the section of the Office of Academic Affairs in charge in order to have the grade for the course accepted and recorded.
7. If a student who wishes to select courses offered by other universities does not follow these procedures in doing so, the credits from the courses will not be recognized.
8. Students from other universities who select courses during this university's summer term or students from this university who select courses during the summer term at other universities may also follow these procedures in doing so.
9. Students who wish to select distance-learning courses may also follow these procedures in doing so.
10. All matters not directly covered by the above guidelines will be handled according to other relevant university regulations.
11. The above guidelines will go into effect upon approval by the Academic Affairs Council and being reported to the Ministry of Education. The same is true of any revisions to the guidelines.