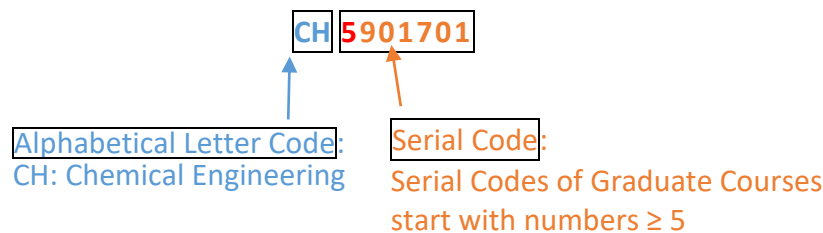# Course Selection: Important Information
for New Graduate Students at Taiwan Tech

A. Course Codes

Taiwan Tech course codes consist of two parts, i.e. a letter code followed by a serial code

Example: CH 5901701

Alphabetical Letter Code:
CH: Chemical Engineering

Serial Code:
Serial Codes of Graduate Courses
start with numbers ≥ 5

1. Alphabetical Letter Codes

The Alphabetical Letter Code has two letters which are an abbreviation of the department/ institute that offers the course, e.g. ME: Mechanical Engineering Department, GE: Humanities and Social Sciences etc.

English Abbreviations of Department/Graduate Institute:

https://www.academic.ntust.edu.tw/var/file/48/1048/img/2561/262086464.pdf

2. Serial codes

First digit of Serial code	Description	Example
Serial codes starting with a number ≤ 4	Undergraduate program	BA3616301
Serial codes starting with G	General education courses offered by different departments/institutes	ADG015301
Serial codes starting with a number ≥ 5	Graduate program	EE5035701

3. NTU System Courses

Course codes starting with 3T or 3N are courses offered by National Taiwan University (NTU), or National Taiwan Normal University (NTNU), i.e. the institutions of the Taiwan University System alliance. The selection of NTU and NTNU courses is subject to certain restrictions and regulations. For Master's and Doctoral students, the total number of credits earned from courses at NTU or NTNU (including distance learning courses) shall not exceed one third of the required minimum of credits for graduation as set out by the regulations of your department, graduate institute, or study program. If credits earned at NTU or NTNU exceed this limit, you have to apply to your Taiwan Tech department for recognition. The decision on whether to count those credits towards the graduation requirements is at the discretion of each department.

B. Codes for time schedule and classrooms

Information on the class room and class time is given in codes like "TR 413"; M 1,2" (i.e. "AAEON Building, Room 413, Monday, 8:10 – 10:00").

Please refer to the following tables for the abbreviations used for class times and class rooms. At universities in Taiwan, class hours are 50 minutes.

1. **Weekday Codes**

M	Monday	**F**	Friday
T	Tuesday	**S**	Saturday
W	Wednesday	**U**	Sunday
R	Thursday		

2. **Class hour Codes**

Code	Time	Code	Time	Code	Time
0	07:10~08:00	**6**	13:20~14:10	**A**	18:25~19:1
1	08:10~09:00	**7**	14:20~15:10	**B**	19:20~20:1
2	09:10~10:00	**8**	15:30~16:20	**C**	20:15~21:0
3	10:20~ 11:10	**9**	16:30~17:20	**D**	21:10~22:0
4	11:20~12:10	**10**	17:30~18:20		
5	12:20~13:10				

3. **Building Codes**

Code	Building Name	Code	Building Name	Code	Building Name
T1	First Teaching Building	**E1**	Engineering Building I	**TR**	AAEON Building
T2	Second Teaching Building	**E2**	Engineering Building II	**AU**	Audio-Visual Centre
T3	Third Teaching Building	**EE**	Electrical & Computer Engineering	**LB**	Library
T4	Forth Teaching Building	**MA**	Management Building	**S**	Student Center
RB	Research Building	**IB**	International Building		

4. **Arrangement of Classrooms**

As the arrangement of classrooms is not yet finalized during the preliminary course registration period, no information on classrooms is made available at this course selection stage. Complete information on class times and class rooms will be offered shortly before the beginning of the term via the Student Information System.

C. Course Pre-Selection

1. Password for Course selection

The password of student information system will be sent to new students by email. To log

into your account, you have to enter your student ID number and the password. If you forgot your password, please go back to the Student Information System > "Forgot Password", and enter the requested information. The system will send your password to your email address.

2. Pre-selection information registration

After logging into the course catalog system, you can choose courses and add them to your individual course list, i.e. the course selection system offers a "course shopping cart" function that allows you to create an individual list of the courses you wish to attend. For detailed information, please refer to the following manuals and information sheets:
- Course Query system & Course Selection Operation Manual
- Orientation for Course Selection System

D. Course Selection and Fees

Please follow the Academic Calendar and the schedule announced by the Office of Academic Affairs at each course selection phase. Graduate students who wish to take undergraduate courses or Language Centre courses are required to pay additional credit fees for undergraduate courses. The Taiwan Tech Cashier Section will send you an email notification with a credit fee payment slip that you have to print out. If you fail to pay the fees in due time, the OAA will inform your department and the remark "Course cancelled due to unpaid credit fees" will show on your transcript.
- Course Selection Schedule
- Important information on course enrollment

E. Other

1. **Academic Research Ethics Courses**

As a requirement by the Taiwan Ministry of Education, all graduate students have to complete seminars in Academic Research Ethics. At Taiwan Tech, graduate students must take an Academic Research Ethics Course before the end of the first year of their program. Passing this course is a requirement for the degree exam application.
- Information on Academic Research Ethics Courses: https://ae.Taiwan Tech.edu.tw/

2. **Credit Transfer Regulations**

If you wish to transfer credits taken at other institutions prior to your enrollment at Taiwan Tech, you have to apply to your department/ institute for recognition within the time period specified in the Taiwan Tech academic calendar.
- Credit Transfer Regulation
- Application Form for Credit Transfer

3. **Grading**

Taiwan Tech uses a letter grading system, the passing standard for graduate students is B-.

Grade	Description	Grade Points	Conversion Scale
A+	Superior	4.3	90-100
A	Excellent	4.0	85-89
A-	Excellent, but needs improvement	3.7	80-84
B+	Very good	3.3	77-79
B	Good	3.0	73-76
B-	Good, but needs improvement (Passing grade for graduate students)	2.7	70-72
C+	Satisfactory	2.3	67-69
C	Satisfactory, but needs improvement	2.0	63-66
C-	Satisfactory with major flaws (Passing grade for undergraduate students)	1.7	60-62
D	Unsatisfactory, repeat recommended	1.0	50-59
E	Failure	0.0	49 and below
X	Not graded due to unexcused absences or other reasons	0.0	0
W	Withdrawal		
NG	No grade reported		
EX	Exemption		
*	The course cancelled due to unpaid credit fees		