Course Selection: Important Information for Graduate Students at Taiwan Tech

A. Course Codes

Taiwan Tech course codes consist of two parts: 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 consists of two letters that represent the abbreviation of the department/institute offering the course. For example, ME stands for the Mechanical Engineering Department, and GE represents the Humanities and Social Sciences department, among others.

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	BA**3**616301
Serial codes starting with G	General education courses offered by different departments/institutes	AD**G**015301
Serial codes starting with a number ≥ 5	Graduate program	EE**5**035701

3. NTU System Courses

Course codes starting with 3T or 3N indicate courses offered by National Taiwan University (NTU) or National Taiwan Normal University (NTNU), which are part of the Taiwan University System alliance. The selection of NTU and NTNU courses is subject to specific 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) should not exceed one-third of the minimum required credits for graduation, as determined by the regulations of your department, graduate institute, or study program at Taiwan Tech. If the credits earned at NTU or NTNU exceed this limit, students must apply to their 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. Explanation of Week Codes, Class Periods, and Classroom Codes for Class Schedule:

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 schedule and classrooms. At universities in Taiwan, each class lasts for 50 minutes.

1. **Week Codes**

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

2. **Class Period Codes**

Code	Time	Code	Time	Code	Time
0	07:10~08:00	6	13:20~14:10	A	18:25~19:10
1	08:10~09:00	7	14:20~15:10	B	19:20~20:10
2	09:10~10:00	8	15:30~16:20	C	20:15~21:00
3	10:20~ 11:10	9	16:30~17:20	D	21:10~22:00
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	EngineeringBuilding I	TR	AAEON Building
T2	Second Teaching Building	E2	EngineeringBuilding II	AU	Audio-Visual Centre
T3	Third Teaching Building	EE	Electrical &Computer Engineering	LB	Library
T4	Forth Teaching Building	MA	ManagementBuilding	S	Student Center
RB	Research Building	IB	InternationalBuilding		

4. **Arrangement of Classrooms**

During the preliminary course selection period, classroom assignments have not been arranged yet. Therefore, it is not possible to check the information. Once the Academic Affairs Office completes the scheduling (usually before the start of the semester), students are advised to check the details online by themselves.

C. Preliminary Course Selection

1. Personal information registration

Please log into the Student Information System on the NTUST website and go to Personal Information > Student Information Management and fill in personal information first in order to proceed with the online course selection.

After logging in to the course catalog system, students may add courses to their individual course list, which functions as a "course shopping cart" and confirm their course selection.

For detailed information, please refer to the following manuals and information sheets:

- [Course Query system & Course Selection Operation Manual](#)
- [Orientation for Course Selection System](#)

2. Password for Course selection

To log in to their account, students have to enter their student ID number and the password. If they forgot their password, they need to go back to the Student Information System > "Forgot Password", and enter the requested information. The system will send passwords to their email address.

D. Course Selection Guidelines and Schedule

Please follow the Academic Calendar and the schedule announced by the Office of Academic Affairs at each course selection phase.

- [Course Selection Schedule](#)
- [Important information on course enrollment](#)

E. Course Selection Rules and Procedures for Each Stage

1. General Rules

(1) Students should not take two courses scheduled for the same class period, or else both courses will be cancelled.

(2) Students should not take courses with the same course title and number of credits as courses that they previously have taken and passed or courses taken previously for which the credit has already been transferred. The credits and grades for any retaken courses will not be recorded on the student's transcript.

(3) The maximum number of credits that graduate students can enroll in is determined by the respective departments.

(4) Master's students cannot select courses open to executive Master's students (including the doctoral program for the Graduate Institute of Management). Specialized program students (such as Master's in-service programs and Industry Master's programs) who wish to take courses outside of their program are required to obtain an authorization code from the instructor during the course add-and-drop period in order to enroll.

(5) Special notes for graduate students taking undergraduate courses:

    i. Postgraduates may select undergraduate courses, but, in principle, the scores will not be calculated into the graduation GPA and the credits will not be counted as the graduation credits. Moreover, extra credit fees must be paid. Only in special cases should the further school regulations be applied.

    ii. Within two weeks after the completion of Course Correction, the Taiwan Tech Cashier Section will send an email notification to students to print the tuition fee payment form for payment. If students fail to make payment by the specified deadline, the OAA will inform their departments and make a mark of ' * ', which states that 'the course cancelled due to unpaid credit fees' on their transcripts.

(6) Intensive short-term courses can be dropped before 2/18 of the teaching hours; however, they cannot be dropped via Second Course Withdrawal.

(7) During semesters when graduate students are studying abroad, they are not allowed to enroll in any courses offered by Taiwan Tech. If they do, all courses, including those selected by students and those selected by the system, will be automatically cancelled.

(8) Master's or doctoral students who are going to graduate before the end of the semester should not take any courses. If they do, the courses taken will be cancelled after they complete the graduation leaving procedure.

(9) Students under a leave of absence status are not able to register for courses for the following semester during the course preliminary period. They may select courses after they reactivate their student status during the course add/drop period.

F. Course Selection Process

(1) Preliminary Course Selection Period:

Students may temporarily register for every course offered by their department; however, senior students cannot select courses offered for junior students, and undergraduates cannot select courses offered for postgraduates.

(2) Course Add-and-Drop Period

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(3) The Authorization Code Operation:

If students can't select courses online, they need to attend the course and inquire for the Authorization Codes before they can log into the student information system to add course. In case of special circumstances where it is not possible to use an authorization code for enrollment, please contact the Office of Academic Affairs.

(4) Correction Period of the Course Selection

After finishing the course adding and dropping, students should log in to the Student Information System to confirm the course schedule. If there is any mistake, please consult with the Registrar Section/Graduate Studies, Office of Academic Affairs. However, this period is for course correction only, no more adding or dropping can be made.

(5) 2nd Course Withdrawal Period

Please withdraw courses via the Student Information System, print out the application form, and send it before the designated deadline to the Registrar Section/Graduate Studies, Academic Affairs Office. The paid credit fees are not refundable. The courses that dropped will be marked as "W"(withdrawn) on the transcript.

2. Inter-University Course Selection

If students wish to take courses offered by institutions outside the NTU System, they should fill out the "Inter-University Course Selection Form" and submit it to the Office of Academic Affairs before the university's course selection period ends. The courses will be selected manually.

G. 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 students wish to transfer credits taken at other institutions prior to their enrollment at Taiwan Tech, they 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		

4. **Rules and Precautions for Writing and Formatting Theses**