

# National Taipei University of Education

## Implementation Guidelines for Interschool Class Selection

Approved by the 1994 Academic Year 2<sup>nd</sup> Semester 1<sup>st</sup> Academic Affairs Meeting on April 11, 1995 Revised and Approved by the 1999 Academic Year 1<sup>st</sup> Semester 1<sup>st</sup> Academic Affairs Meeting on October 27, 1999 Document Reference Ministry of Education (89) Shih (Erh) Tzu Ti 89106186 filed on August 28, 2000 Revised and Approved by the 2001 Academic Year 2<sup>nd</sup> Semester 2<sup>nd</sup> Academic Affairs Meeting on June 12, 2002 Revised and Approved by the Academic Affairs Meeting on December 21, 2005 Revised and Approved by the 2013 Academic Year 1<sup>st</sup> Semester 1<sup>st</sup> Academic Affairs Meeting on October 23, 2013 Revised and Approved by the 2013 Academic Year 2<sup>nd</sup> Semester 1<sup>st</sup> Academic Affairs Meeting on March 19, 2014 Document Reference Ministry of Education Thi Jiao Gao (Erh) Tzu Ti 1030078110 filed on May 29, 2014 Revised and Approved by the 2014 Academic Year 2<sup>nd</sup> Semester 2<sup>nd</sup> Academic Affairs Meeting on June 3, 2015 Revised and Approved by the 2015 Academic Year 1<sup>st</sup> Semester 2<sup>nd</sup> Academic Affairs Meeting on December 16, 2015 Document Reference Ministry of Education Thi Jiao Gao (Erh) Tzu Ti 1050003991 filed on March 9, 2016 Revised and Approved by the 2016 Academic Year 1<sup>st</sup> Semester 1<sup>st</sup> Academic Affairs Meeting on October 19, 2016 Document Reference Ministry of Education Thi Jiao Gao (Erh) Tzu Ti 1050184659 filed on March 30, 2017

- I. These guidelines have been drafted in accordance with Article 28 of the University Act, Article 25 of the Enforcement Rules of the University Act, and Article 14 of the university's regulations, as well as the school's actual situation.
- II. The university implements interschool class selection within the scope of various departments (graduate schools, degree programs) of the universities, adhering to the principles of cooperation, mutual benefit, and exchange.
- III. Regular timeframe for interschool class selection and elective credit limitations:
  - i. Students of the university should apply for interschool classes at the same time they choose classes during enrollment at the beginning of the semester. The number of credits corresponding to interschool classes should not exceed one-third of the academic credits the student is taking for the semester in the university. The abovementioned academic credit limitation does not apply to graduate students, whose allowed credits will be subject to the approval of the head of the departments (graduate schools, degree programs) he or she belongs to.
  - ii. Students from other institutions who are applying for interschool course selection in the university must go through the procedure starting from the enrollment period up to the deadline for adding or dropping classes. Late applications will not be accepted.
- IV. NTUE students who go to other universities to select classes during the summer break should, in principle, select those which are not offered by the matriculated university. Class selection must also abide by the relevant regulations of the university's guidelines governing summer classes taken by day students of undergraduate programs.

- V. Students choosing interschool classes should fill out the interschool class selection form. Those who do not complete the class registration according to school regulation will not be able to have their scores credited.
- i. The students' interschool class selection form should be signed by the departments (graduate schools, degree programs) and Office of Academic Affairs of the original matriculated school before registering and completing the paperwork at the departments (graduate schools, degree programs) and Office of Academic Affairs of the school offering the classes.
  - ii. After completing all the procedures, the original copy of the class selection form should be sent to the Office of Academic Affairs of the school offering the classes. For photocopies, aside from one kept by the student, copies should be sent to the departments (graduate schools, degree programs) of the school offering the class, as well as the departments (graduate schools, degree programs) and Office of Academic Affairs of the matriculated school.
- VI. At the end of each semester and summer class, the Office of Academic Affairs of schools offering interschool classes will be responsible for sending the grades of the students coming from other universities to their respective matriculated institutions for review and recording purposes.
- VII. Students enrolled in interschool courses must comply with the relevant regulations of the school offering interschool courses.
- VIII. The guidelines shall be passed by the Academic Affairs meeting, after which the university president will announce their implementation and report to the Ministry of Education for reference.