

National Taipei University of Education Regulations for In-service Master's Programs Course Selection

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2011.03.06	Approved by the 1st Academic Affairs Meeting for 2nd semester of Academic Year 2010.
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2020.10.21	Approved by the 1st Academic Affairs Meeting for 1st semester of Academic Year 2020.

- Article 1 These Regulations are formulated in accordance with Articles 61 of the NTUE University Regulations.
- Article 2 Course selection procedures shall be conducted according to dates specified in the course selection schedule for each semester (summer term) provided by the Center of Continuing Education, Office of Continuing and Extension Education (hereinafter referred to as "the Center"), including both the "initial selection" and "add-drop" periods. After the add-drop periods for each semester (summer term) end, students are required to review and sign the course selection list, and submit the signed copy to the Center for recordation. If there are inquiries about the course selection that are not raised within the prescribed time, or the course selection list is not submitted by the deadline, the Center will notify the respective departments (institutes, degree programs) to collect the list. In cases where the collection is not done despite reminders, the course selection outcomes will be determined based on the computer records on the course selection system.
- Article 3 The respective departments (institutes, degree programs) shall offer courses every semester in accordance with NTUE's course curriculum.
Students are required to take courses in accordance with the graduation qualification of their respective departments (institutes, degree programs). The credit hours of those in violation of the aforementioned regulations shall not be counted as part of the minimum graduation credits.
Students are required to enroll in courses according to the compulsory subject and credit requirements established by their respective departments (institutes, degree programs), based

on their year of admission. When encountering circumstances mentioned in Article 12, Article 12 may be applied.

Article 4 Restrictions on course enrollment per semester (summer term):

- I. Course enrollment period:
 - (1) Night school and weekend classes: At least one academic year or two semesters.
 - (2) Summer courses: At least four summer terms.
- II. Credit restrictions per semester (summer term): During the course duration, students shall select a minimum of one course per semester (summer term).

If the respective departments (institutes, degree programs) have more stringent restrictions for the aforementioned minimum course duration and course credits per semester (summer term), such restrictions shall prevail.

Article 5 Required minimum and maximum number of students, and add-drop procedures:

- I. Minimum and maximum number of students enrolled:
 - (1) In-service Master's Programs shall have a minimum number of six students and a maximum number of 35 students.
 - (2) EMBA classes, Master Program in Museum Management and Technology Application, In-service Master's Programs and degree programs held at outlying islands shall have a minimum number of seven students and a maximum number of 35 students.
- II. Course selection: Courses that fail to meet the required minimum number of students, or courses that have reached the required maximum number of students will not be eligible for further course selection.

Students who wish to add a course that has reached the required maximum number of students due to special reasons, should submit a course selection application form. Once the Center receives the form, it will be forwarded to the respective offering departments. The departments will then review the application to see whether it is in line with provisions governing the special circumstances for course selection promulgated by the Center each semester, before proceeding with the subsequent course selection process.
- III. Course dropping: Except for special reasons (such as course waiver), required courses cannot be dropped.

Add-drop shall not be accepted for courses that are equal to or lower than the required minimum number of students. However, courses in which the course instructor and all students in the course have agreed and understood that the said courses will be suspended are not subject to this provision.

The add-drop processes mentioned above shall follow the online course selection schedule promulgated by the Center. Late submissions will not be accepted.

Article 6 Students shall, in principle, select courses in their class level. Furthermore, they shall prioritize required courses of their class level. Selected courses shall not have conflicting course schedule. Otherwise, the final grades of all conflicted courses shall not be counted and registered. Repeating a course shall be a priority in course selection. If the schedule of a selected course is in conflict with that of a repeated course, students may delay repeating the course, or select a course from another department (institute, degree program) or division with the same course credit and course title upon authorization by the student's department (institute, degree program) chair.

Article 7 Special required courses that need to be repeated shall be one that is under the students' department (institute, degree program). If the course credit has changed, or if the course schedule is in conflict with the schedule of a required course in the student's class level, this regulation shall not apply upon authorization by the department (institute, degree program) chair.

Article 8 New students who wish to apply for course waiver shall complete the application process during the course selection period of their first semester. The relevant application should be made in accordance with the NTUE Student Credit Waiver Regulations.

- Article 9 Underclassmen wishing to select required courses of upperclassmen shall first obtain authorization from the chair of the department (institute, degree program) and the chair of department (institute, degree program) offering the course.
- Article 10 Those who have taken and passed a course and are approved for course transfer and waiver may not re-take the course. The course credits and grades of those who violate this provision and repeat such courses shall not be counted.
- Article 11 For a course that extend over the entire academic year (first and second semester), or has continuity, or with pre-requisites, those fail the first semester shall not take the course in the second semester; or those who fail the pre-requisite course, shall not take the course altogether, unless authorized by the chair of the department (institute, degree program) offering the course. If a student passes only one semester of a course that extend over the entire academic year (first and second semester), the credits and grade of that course shall not be counted.
- Article 12 For students taking a program that is in transition, for which the required courses and credit hours of the original program have to be accounted for the new program, the department offering the program shall first list out and approve the changes, and submit the list to the Academic Affairs Office for approval.
- Article 13 Students with double majors, credit courses, micro-credit program courses, and cross-domain professional modules shall select courses in accordance with the regulations of NTUE and the respective departments (institutes, degree programs), and shall generally take courses offered within the respective departments.
- Article 14 Course selection priority:
- I. Due to limited classroom equipment, the following is the descending order of priority for offering a course: students of the program, students of the department offering the course, students with double major, students with minors, students from other departments, students from other universities, and others.
 - II. For the abovementioned students in the department offering the course, priority is given to repeating students of the graduating batch, followed by repeating students of other years, and students of the five-year Bachelor's/Master's Program.
- Article 15 Undergraduate course credits earned by students of In-service Master's Programs shall neither be counted as part of the graduation credits for graduate school (degree program), nor be included in the average semester grades for graduate school (degree program). With the consent of the department (institute, degree program), students of In-service Master's Programs can choose courses offered by other universities. The maximum number of credits of such courses shall be limited to nine credits. If respective departments (institutes, degree programs) have more stringent regulations, such regulations shall prevail. Students of In-service Master's Program who select courses from outside their departments shall do so within the add-drop periods. The maximum number of such course credits shall not exceed the limitation imposed by the respective departments (institutes, degree programs). Students of day-time programs who wish to select courses offered by In-service Master's Programs shall comply with the course selection regulations for the day-time program.
- Article 16 Students of In-service Master's Programs who wish to select a course offered in a doctoral program, must first obtain consent from their departments (institutes, degree programs), and the department and the instructor offering the course. Without consent, students shall drop the course. For those who fail to drop after counseling, actions shall be taken in accordance with Article 18 of these Regulations. Credits of doctoral courses taken with consent shall be counted as part of the In-service Master's Program graduation credits, and shall be deemed to be elective credits. The abovementioned doctoral courses do not include "Integrated Degrees of PhD and Masters."
- Article 17 Upon the confirmation of course selection during the add-drop periods, students of In-service Master's Programs who are unable to continue their studies due to unforeseen circumstances shall apply for withdrawal of studies pursuant to the relevant NTUE regulations.

- Article 18 Inter-school course selection shall be implemented in accordance with the relevant NTUE regulations.
- Article 19 Students who fail to select courses in accordance with these Regulations despite counseling, shall be deemed to have failed to complete the registration for the semester. Disciplinary actions shall be taken in accordance with the NTUE University Regulations, and regulations for student reward and punishment.
- Article 20 These Regulations shall be promulgated for implementation after being approved at the Continuing Education Meeting and Academic Affairs Meeting, and reviewed by the President.