

University of Taipei's Guidelines for Curriculum and Course Selection

Approved in the 1st Academic Affairs Meeting in the 1st semester of 2013 Academic Year on September 17, 2013. (Approved by the President on October 4, 2013.)

Approved in the 2nd Academic Affairs Meeting in the 1st semester of 2013 Academic Year on November 12, 2013. (Point 6 corrected.) (Approved by the President on December 5, 2013.)

Approved in the 4th Academic Affairs Meeting in 2013 Academic Year on March 11, 2014. (Paragraph 2, Point 7 corrected.) (Approved by the President on April 30, 2014.)

Approved in the 5th Academic Affairs Meeting in 2013 Academic Year on May 27, 2014. (Add Paragraph 6 of Point 7 and Point 8) (Approved by the President on June 20, 2014.)

Approved in the 1st Academic Affairs Meeting in 2014 Academic Year on September 23, 2014. (Approved by the President on September 29, 2014.)

Approved in the 2nd Academic Affairs Meeting in 2014 Academic Year on December 30, 2014. (Point 9 Corrected) (Approved by the President on January 20, 2015.)

1. The following guidelines have been established by University of Taipei (hereinafter referred to as "the University") to facilitate the automated system of administrative affairs and clearly specify the curriculum and course selection.
2. Maximum credits taken in a semester for undergraduates shall be handled in accordance with University of Taipei Regulations. Students who meet the following requirements may take extra credits. Students shall choose to fit in only one requirement for extra credits.
 - (1) Students whose average grades in the last semester were top 20% in their classes may take one extra course or two to three credits.
 - (2) Students who study for a minor, a double major, an educational studies program, or a degree program may take two extra courses or four credits.Maximum credits taken in a semester for graduates and PhD students shall be handled in accordance with regulations stipulated by their departments (institutes, or degree programs), Center for Teacher Education, and Career Center.
3. Required courses in a semester shall be handled in accordance with the course regulations stipulated by respective departments (institutes, or degree programs). Except for time conflict between the required or selective courses in their departments (institutes, or degree programs), students shall not take any same-titled

courses in other departments (institutes, or degree programs) on any grounds. Students who violate this point shall be given a grade of zero for the course.

4. Required and selective courses for general and liberal education shall be handled in accordance with regulations stipulated by Center for General and Liberal Education.
5. For courses that are divided into two semesters, students shall complete and pass both semesters to get credits of the courses. Courses shall be taken in order. Advanced courses shall not be taken unless the students have taken the basic ones. Schedule for course selection are divided into course selection and add/drop period and shall be handled in accordance with the regulations stipulated by the Office of Academic Affairs.
6. Within a week after the add/drop period, students who still have to add/drop courses due to reasons not attributable to the fault of the students shall present relevant credentials and student reports to the Curriculum Division under the Office of Academic Affairs after approved by the course lecturers, the Head of departments (institutes, or degree programs), and the Dean of Academic Affairs. Any such application will be rejected past the aforementioned time period.
7. Confirmation of course selection:
 - (1) Students have to confirm the results of course selection whether they apply to add/drop courses or not.
 - (2) During the confirmation, students in the following conditions may submit the "Student Report" and Course Add Application to their departments (institutes, or degree programs) and competent authorities of academic affairs to add a course:
 1. Students who haven't complete the required courses and credits in their last semester.
 2. Students who have taken credits less than the required number can only add courses to meet the minimum credit requirement. Courses added shall be those with vacancies. Any such application will be rejected past the aforementioned time period.
 - (3) Students shall not drop courses during the confirmation. Students can only withdraw courses in the middle of semesters in accordance with relevant regulations.

(4) Student who fail to confirm the results of course selection on the online system shall take the computer records as the final results. Corrections for any error found afterwards shall be refused by the University.

8. Requirements for size of courses:

(1) Selective courses for undergraduates:

1. For departments or classes less than 30 students: no less than 7 students in a course.
2. For departments more than 31 students: no less than 10 students in a course.

(2) No less than 10 students in courses in educational studies program. No less than 15 students in general and liberal courses.

(3) Selective courses for graduates (day school): no less than 3 students.

(4) Expertise courses do not apply to the rules.

(5) No courses shall be offered if the courses do not meet the requirements of course sizes. Courses may be approved to be offered under special circumstances.

(6) For undergraduate courses that do not meet the requirement of course sizes, courses provided by departments that have not offered credits more than allowed may be specially approved.

9. Graduates, PhD students, undergraduates who extend the term of study, and education program students who have passed the selection of Center for Teacher Education and Career Education shall pay the credit fees within the deadline announced by the competent authorities. Otherwise the students shall be forced to drop all the courses taken.

10. Students who do not take any courses or do not take the minimum courses required by University of Taipei Regulations shall suspend the studies or withdraw from the University.

11. Registration of student grades shall be based on the courses listed on the "Confirmation of Course Selection" received by the students after finishing course selection and add/drop process. Courses not taken shall not be registered with any grades even if the lecturers have given the grades. Courses taken with no grades submitted shall be given a grade of zero. Students who take courses with conflicting lecture sessions shall get no grades for the courses.

12. Students study for minors, double majors, or credit programs shall take the arranged courses announced by the departments (institutes, or degree programs). Courses with different titles or credits shall not be recognized as those for minors, double majors, or credit programs.
13. Course selection guidelines for transfer students and test re-takers:
 - (1) Transfer students from other departments or universities shall apply for credits recognition and exemption. In addition, students who are required to take supplementary courses shall comply as soon as possible.
 - (2) Credit exemption for transfer students from other departments or universities shall be limited to courses with the same titles and credit hours and shall be approved by the Head of the department. If the students have taken a course with less credit hours, students shall take the course in the second semester as supplementary course as a general rule. Courses that no longer offered shall be supplemented with relevant courses.
 - (3) Students who retake the entrance exam or apply for admission again and freshmen who have taken courses before receiving the admission may have some credits exempted on the principle that the term of study and the number of graduation credits remain unchanged.
14. Matters not specified in the guideline shall be handled in accordance with University of Taipei Regulations and other relevant regulations.
15. The Guidelines have been approved by an Academic Affairs Meeting and implemented after promulgated by the President the University.