

# National Taiwan Ocean University

## Regulations for Student Course Selection

Amended and approved by the first Academic Affairs Meeting of the first semester of the 2004 academic year on November 18, 2004.  
Promulgated on December 24, 2004, through Hai-Jiao-Ke-Zi No.0930011380.  
Amended and approved by the first Academic Affairs Meeting of the first semester of the 2005 academic year on October 27, 2005.  
Promulgated on November 21, 2005, through Hai-Jiao-Ke-Zi No.0940010585.  
Amended and approved by the second Academic Affairs Meeting of the first semester of the 2005 academic year on January 19, 2006.  
Promulgated on February 27, 2006, through Hai-Jiao-Ke-Zi No.0950001592.  
Amended and approved by the first Academic Affairs Meeting of the first semester of the 2007 academic year on September 20, 2007. (Article 4 amended)  
Amended and approved by the second Academic Affairs Meeting of the first semester of the 2007 academic year on December 18, 2007. (Article 3 and 20 amended)  
Promulgated on June 5, 2008, through Hai-Jiao-Zhu-Zi No.0970005981F.  
Amended and approved by the first Academic Affairs Meeting of the first semester of the 2008 academic year on October 23, 2008. (Article 5 amended)  
Promulgated on December 10, 2008, through Hai-Jiao-Zhu-Zi No.0970013959A.  
Amended and approved by the second Academic Affairs Meeting of the first semester of the 2008 academic year on December 18, 2008. (Article 18 amended)  
Promulgated on January 16, 2009, through Hai-Jiao-Zhu-Zi No.0980000664.  
Amended and approved by the first Academic Affairs Meeting of the first semester of the 2009 academic year on October 22, 2009. (Article 4 amended)  
Promulgated on November 9, 2009, through Hai-Jiao-Jin-Zi No.0980013448.  
Amended and approved by the first Academic Affairs Meeting of the second semester of the 2009 academic year on April 8, 2010. (Article 20 amended; Article 18-1 added)  
Promulgated on April 29, 2010, through Hai-Jiao-Zhu-Zi No.0990005130A.  
Amended and approved by the first Academic Affairs Meeting of the first semester of the 2010 academic year on October 28, 2010. (Article 5, 18, and 18-1 amended; Article 3-1 added)  
Promulgated on December 6, 2010, through Hai-Jiao-Zhu-Zi No.0990015061C.  
Amended and approved by the second Academic Affairs Meeting of the first semester of the 2010 academic year on December 30, 2010. (Article 16 amended; Article 17, Paragraph 2 and Article 20, Paragraph 2 added)  
Promulgated on January 13, 2011, through Hai-Jiao-Zhu-Zi No.1000000562A.  
Amended and approved by the first Academic Affairs Meeting of the first semester of the 2011 academic year on October 6, 2011. (Article 3-1, 4, 17, and 18-1 amended)  
Promulgated on October 18, 2011, through Hai-Jiao-Zhu-Zi No.1000013785B.  
Amended and approved by the first Academic Affairs Meeting of the second semester of the 2012 academic year on March 21, 2013. (Article 3-1 and 4 amended; Article 4-1 added)  
Promulgated on April 26, 2013, through Hai-Jiao-Zhu-Zi No.1020006559.  
Amended and approved by the second Academic Affairs Meeting of the first semester of the 2013 academic year on December 26, 2013. (Article 5 and 20 amended)  
Promulgated on January 14, 2014, through Hai-Jiao-Zhu-Zi No.1030000472.  
Amended and approved by the first Academic Affairs Meeting of the second semester of the 2013 academic year on March 27, 2014. (Article 4 and 5 amended)  
Promulgated on May 19, 2014, through Hai-Jiao-Zhu-Zi No.1030008410.  
Amended and approved by the second Academic Affairs Meeting of the second semester of the 2014 academic year on June 4, 2015. (Article 5m Paragraph 2 amended)  
Promulgated on June 17, 2015, through Hai-Jiao-Zhu-Zi No.1040011471.  
Amended and approved by the first Academic Affairs Meeting of the first semester of the 2015 academic year on October 29, 2015. (Article 4 amended)  
Promulgated on November 20, 2015, through Hai-Jiao-Zhu-Zi No.1040022271. (Article 4 amended)  
Amended and approved by the first Academic Affairs Meeting of the second semester of the 2015 academic year on March 24, 2016. (Article 4 amended)  
Promulgated on April 25, 2016, through Hai-Jiao-Zhu-Zi No.1050007181.  
Amended and approved by the second Academic Affairs Meeting of the first semester of the 2019 academic year on December 26, 2019. (Article 10 amended)  
Promulgated on January 7, 2020, through Hai-Jiao-Zhu-Zi No.1090000218.  
Amended and approved by the second Academic Affairs Meeting of the second semester of the 2021 academic year on June 15, 2022. (Article 5, 16, 17, and 18 amended)  
Promulgated on July 6, 2022, through Hai-Jiao-Zhu-Zi No.1110014270.  
Amended and approved by the second Academic Affairs Meeting of the second semester of the 2022 academic year on May 25, 2023. (Article 5 to 20 amended)  
Promulgated on June 9, 2023, through Hai-Jiao-Zhu-Zi No.1120013361.

Article 1 These Regulations are established in accordance with Article 8 of the Academic

Regulations of National Taiwan Ocean University.

Article 2 Students must select courses according to the required course list and minimum graduation credit requirements stipulated by the University for each department and program.

Article 3 The following regulations apply to course selection:

1. Course selection must be completed within the deadlines and according to the regulations announced by the University. Late submissions will not be accepted.
2. For courses offered by departments (or institutes), priority is given to students of that department (or institute).

Article 3-1 Regulations for manually adding special course selections are as follows:

1. For applying to add common education courses, the following conditions must be met:
  - (1) Students with delayed graduation, seniors expecting to graduate, transfer students, students who have changed majors, or returning students who are unable to select a required course due to the course reaching its maximum capacity.
  - (2) Seniors expecting to graduate who lack sufficient elective credits.
  - (3) Third-year undergraduate students who need to select general education (liberal arts), foreign language courses, or need to retake two required physical education courses simultaneously.
  - (4) Graduate students needing to select courses in the "Foreign Language" category.
2. For applying to add courses from the student's own (or cross-) department, the following conditions must be met:
  - (1) Students with delayed graduation, seniors expecting to graduate, third-year students, transfer students, students who have changed majors, or returning students who are unable to select a required course due to the course reaching its maximum capacity.
  - (2) Students pursuing a minor or a double major who lack sufficient elective credits.
  - (3) Seniors expecting to graduate who lack sufficient elective credits.

Article 4 Undergraduate students (day program) may enroll in a maximum of thirty-one credits per semester, with at least one course being mandatory.

Graduate students (including part-time students in master's programs) must enroll in at least one course per semester.

Students in continuing education bachelor's programs may enroll in a maximum of thirty-one credits per semester, with at least one course being mandatory.

Students who have extended their study period must enroll in at least one course.

Students approved or selected for internships at domestic companies, who have completed

all required courses and credits for graduation, must take at least one course directly related to the internship each semester during the internship period. Students who have not completed all required courses and credits must follow the guidelines set in the first to the fourth paragraphs.

Students who do not select any courses or fail to meet the minimum credit requirements are considered not registered for the semester. Those who do not complete registration after being notified and fail to rectify this at the Division of Registration and Curriculum (or Division of Continuing and Extension Education for continuing education students) within the given deadline will be subject to a compulsory leave of absence according to the University's Academic Regulations.

Article 4-1 University students approved or selected to study or intern abroad, who have not taken a leave of absence, are not required to enroll in courses at the University during their time abroad. However, graduate students who only have their thesis remaining must enroll in the thesis course during their last semester of study abroad.

Exchange and visiting students are not subject to the minimum credit requirement of the previous article. However, if the department (or institute) they are attending has other regulations, those regulations will apply.

Article 5 Undergraduate students must complete not only their major's required and elective courses but also the common education courses set by the University's Curriculum Committee to qualify for graduation. Continuing education bachelor's program students must complete a total of eight credits in general education (liberal arts) courses during their study period. Non-Taiwanese graduate students (excluding dual-degree, overseas Chinese, and mainland Chinese students) must complete six credits of Mandarin Chinese courses in addition to fulfilling the requirements of these Regulations to graduate. These credits can be included in the total graduation credit requirements with the department's approval. Foreign students in special programs funded by the Ministry of Education or other external entities may follow the respective regulations regarding Mandarin Chinese course requirements during their study period.

Graduates from foreign or Hong Kong/Macau schools equivalent to the second year of Taiwan's senior high schools, who enter bachelor's programs as equivalent-status students (excluding those who have left school for more than two years or entered through overseas Chinese preparatory programs), must complete an additional twelve credits on top of the total graduation credit requirement. These additional credits include two to three credits of basic courses set by the department and the remaining from the department's elective courses.

Article 6 Students may select inter-university courses according to the University's "Regulations for Inter-University Course Selection."

This does not apply to continuing education bachelor's program students and part-time master's program students.

Article 7 The number and total credits (including credit offsets) of distance learning courses that students can take are governed by the University's "Regulations for Distance Learning."

Article 8 During their study period, students may enroll in sub-major programs offered by the University (excluding education programs).

Article 9 For courses spanning the entire academic year, credits from only one semester of study that are passed will not be counted towards the total graduation credits.

Article 10 For courses spanning the entire academic year, if the student's score in the first semester is below forty, they cannot continue in the second semester, and the credits from the passed semester will not be counted towards the total graduation credits.

Article 11 Selecting courses from other departments requires approval from the student's home department and agreement from the external department. School-mandated courses can be counted as elective credits for other departments.

Article 12 Course schedules must not conflict. If schedule conflicts are discovered, the conflicted courses will receive a score of zero, and these scores will be included in the calculation of the semester's average grade.

Article 13 Courses that have been passed cannot be retaken, and credits from repeated courses will not be included in the semester's average grade or total graduation credits.

Article 14 For retaking physical education courses, students are limited to retaking only one semester's worth of physical education per semester and cannot take three semesters' worth of physical education in the same semester. Those who need to make up for missed physical education classes cannot take two semesters' worth of physical education in one semester.

Article 15 Daytime division students are not permitted to take courses in the continuing education programs. Continuing education program students may take daytime division courses for graduation credits. The number of credits or courses will be implemented after planning by each department and approval from the Provost. This does not apply to students taking

courses in the education program.

Article 16 Undergraduate students may select master's and doctoral level courses (subject to any restrictions on enrollment for these courses). Credits earned from master's and doctoral level courses can be counted towards the undergraduate degree credit requirements. These credits should be included in the maximum credits allowed per semester and in the criteria for dismissal due to failing academic performance, with the passing grade criteria following undergraduate standards.

Master's students may select doctoral courses (subject to any restrictions on enrollment for these courses). Credits earned from doctoral courses can be counted towards the master's degree credit requirements. These credits should be included in the maximum credits allowed per semester and in the criteria for dismissal due to failing academic performance, with the passing grade criteria following master's program standards. Credits from undergraduate courses taken by master's students will only be listed on the transcript (counted as courses taken in that semester) and will not be included in the semester or cumulative GPA, nor count towards graduation credit requirements.

Doctoral students taking undergraduate or master's courses will have their credits and grades listed on the transcript (counted as courses taken in that semester) but not included in the semester or cumulative GPA, nor count towards graduation credit requirements, except for courses jointly offered for master's and doctoral students.

However, if required by the curriculum, master's students taking relevant undergraduate courses and doctoral students taking relevant undergraduate or master's courses, with the approval of their advisor and relevant departmental meetings, can count these towards graduation credit requirements, up to a maximum of six credits.

Article 17 Transfer and students who have changed majors may have their previously passed courses, which are equivalent in name and credits to the courses required in the new department, exempted according to the University's "Regulations for Credit Exemption."

Article 18 Students who complete the Teaching Feedback Questionnaire for all their courses within the announced deadline can exercise their right to select courses two days earlier in the second phase of course selection for the next semester.

Article 19 Any matters not covered in these Regulations will be handled according to the Academic Regulations and related rules of the University.

Article 20 These Regulations shall be implemented after approval by the Academic Affairs Meeting.

The amendment to Article 18-1 of these Regulations was approved by the Academic Affairs Meeting on October 28, 2010, and has been in effect since February 1, 2011.

The addition of Article 5, Paragraph 3 to these Regulations was approved by the Academic Affairs Meeting on December 26, 2013, and applies to overseas Chinese students who enrolled from the 2014 academic year onwards.

Note: These regulations are formulated in Chinese. In case of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.