

# 國立中央大學校際選課實施辦法

## National Central University Implementation Guidelines on Inter-University Course Selection

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Article 1 To promote inter-university collaboration, optimize the use of faculties and facilities, and facilitate student enrollment in courses offered by other universities, these guidelines are established in accordance with Article 28 of the University Act and Article 25 of its Enforcement Rules.

Article 2 The inter-university course selection implemented by National Central University (hereafter referred to as NCU) involves the courses offered by universities and independent colleges and is primarily for courses not available at NCU in the given semester. Enrollment in external courses requires the approval of both NCU and the host institution.

Students applying to take courses abroad must select those institutions recognized by the Ministry of Education (hereafter referred to as MOE), those that have an academic exchange agreement with NCU, or those approved through a special administrative process by NCU.

Article 3 NCU students enrolling in courses at other universities must complete an inter-university course selection form within NCU's course selection period. The form requires the approval signatures of the advisor and the head of the department (graduate institute, in-service program, or degree program). Students shall then follow the host institution's inter-university course selection regulations and procedures.

If the course selection stated in the preceding paragraph is completed during NCU's manual add/drop period, students must pay the late add/drop fee and return the completed form to finalize their course enrollment. Failure to submit the form on time will be regarded as course selection incomplete and will result in unrecognized grades. Exceptions may be

granted through special administrative processes for special cases.

If the department (graduate institute, in-service program, or degree program) requires additional approval from relevant NCU instructors for the above-mentioned course selection, students shall meet this requirement.

Article 4 Undergraduates may take inter-university courses for a maximum of one-third of any given semester's total course credits. For master's and doctoral students, inter-university course credits must not exceed one-third of the minimum course credits required for graduation by their department (graduate institute, in-service program, or degree program).

Undergraduates approved for flexible study arrangements due to military service, training at the National Training Center (hereafter referred to as NTC) after being officially selected to be trained there, or participating in academic exchange agreements are exempt from these limits.

Article 5 Students from other universities wishing to enroll in NCU courses are required to obtain approval from their home institution, complete the inter-university course selection process within NCU's designated period, and pay the credit fee or related fees. Late applications will not be accepted.

For students from other universities, once course enrollment is confirmed, withdrawals or refunds are not permitted unless the course is canceled due to insufficient enrollment.

Article 6 Students from other universities enrolled in NCU courses are subject to the same policies on course selection, class attendance, exams, and grade calculations as NCU students. At the end of the semester, departments (graduate institutes, in-service programs, or degree programs) and other teaching units will submit the grades of students from other universities to the Office of Academic Affairs for registration, and the office will forward the grades to their home institution for reference.

Article 7 If the provisions of these guidelines are not followed, NCU students shall not enroll in courses at other institutions, nor shall departments (graduate institutes, in-service programs, or degree programs) and other teaching units at NCU accept applications for inter-university course enrollment from students at other institutions.

Article 8 NCU students taking courses at other institutions must avoid scheduling conflicts with NCU courses. Any courses with scheduling conflicts will be automatically canceled.

Article 9 For NCU students with outstanding athletic performance selected to receive training at the NTC, while training at NTC, they shall submit course applications first to their respective departments or graduate institutes. The department or graduate institute will coordinate with

the NTC to arrange course planning (including assigning instructors). The result of the course planning will be submitted to relevant course offering units. If the course-offering units agree that students have passed these courses and that their grades can be accepted, the Curriculum Division will process the courses and grades according to inter-university course selection procedures. The NTC will then submit the grades to the Registrar Division for registration.

- Article 10 NCU students applying to take courses at overseas institutions recognized by the MOE must also follow these guidelines in addition to NCU's "Guidelines for Handling Enrollment Status of NCU Students Going Overseas":
1. Course applications must be submitted for approval from the department (graduate institute, in-service program, or degree program) before departure. Undergraduates are exempt from the minimum course credit requirement during the semester abroad.
  2. Credits and grades from courses taken abroad by an enrolled student will be recorded on the semester's academic transcript.
  3. Departments (graduate institutes, in-service programs, or degree programs) will determine whether overseas course credits apply toward graduation requirements. The number of overseas course credits shall not exceed two-thirds of the minimum course credits required for graduation by the respective departments (graduate institutes, in-service programs, or degree programs).
  4. For courses taken abroad during voluntary suspension of studies or during summer or winter breaks, course credits will be processed per the NCU Course Credit Waiver Guidelines.
- Article 11 The total course credits for distance learning courses (including transferred credits) must not exceed half of the minimum course credits required for graduation by the department (graduate institute, in-service program, or degree program).
- Article 12 NCU may facilitate summer inter-university course selection or jointly offer summer courses with other institutions for undergraduates approved for flexible study arrangements due to military service.
- Article 13 Any matters not covered by these guidelines shall be governed by NCU Study Regulations and other applicable regulations.
- Article 14 These guidelines are effective upon approval by the Academic Affairs Committee. Any amendments will follow the same procedure.