

The Implementation Rules for Inter-University Courses Selection

Enacted in the 31st Academic Affairs Meeting on Oct. 28th, 1995

Amended (Articles 3 & 6) in the 41st Academic Affairs Meeting on Mar. 22nd, 2001

Amended (Article 6) in the 43rd Academic Affairs Meeting on Mar. 26th, 2002

Amended (Articles 1, 4, 5, 6, & 7, Added Article 8) in the 44th Academic Affairs Meeting on Oct. 31st, 2002

Amended (Article 9) in the 48th Academic Affairs Meeting on Oct. 21st, 2004

No. 0930177320 official letter (Article 1) approved by Ministry of Education on Jan. 10th, 2005

Amended (Article 2) in the 50th Academic Affairs Meeting on Oct. 27th, 2005

No. 0950024067 official letter (Article 1) approved by Ministry of Education on Feb. 20th, 2006

Amended (Articles 4, 6, & 7) in the 53rd Academic Affairs Meeting on Apr. 10th, 2007

No. 0960087771 official letter approved by Ministry of Education on Jun. 8th, 2007

Amended (Article 3) in the 54th Academic Affairs Meeting on Oct. 25th, 2007

No. 0970019456 official letter approved by Ministry of Education on Feb. 4th, 2008

Amended in the 58th Academic Affairs Meeting on Oct. 26th, 2009

No. 0970019456 official letter (Article 9) approved by Ministry of Education on Jul. 15th, 2009

Amended (Articles 4 & 7) in the 60th Academic Affairs Meeting on Nov. 1st, 2010

Amended (Articles 2) in the 71st Academic Affairs Meeting on Mar. 29th, 2016

No. 1050087044 official letter) approved by Ministry of Education on Jun. 30th, 2016

Amended (Articles 4, 6 & 7) in the 72nd Academic Affairs Meeting on Oct. 25th, 2016

(Articles 4, 6 & 7)No. 1060004671 official letter approved by Ministry of Education on Jan. 20th, 2017

Amended (Article 3) in the 74th Academic Affairs Meeting on Oct. 25th, 2017

(Article 3) No. 1070001236 official letter approved by Ministry of Education on Jan. 15th, 2018

Amended (Articles 2 & 9) in the 77th Academic Affairs Meeting on Mar. 27th, 2019

(Article 9) No. 1080068544 official letter approved by Ministry of Education on May. 28th, 2019

(Article 2) No. 1080089402 official letter approved by Ministry of Education on Jun. 24th, 2019

Amended (Article 6) in the 78th Academic Affairs Meeting on Oct. 30th, 2019

No. 1090003018 official letter approved by Ministry of Education on Jan. 10th, 2020

[Amended \(Articles 2 & 3\) in the 87th Academic Affairs Meeting on Apr. 25th, 2024](#)

Article 1 These Implementation Rules are adopted in accordance with Article 28 of the University Law.

Article 2 NCHU students who intend to take courses at other universities are limited to subjects relating to their major but are unavailable at the NCHU. However, students under the following special circumstances and receive the signature and approval of the head of the Office of Academic Affairs are not limited by this rule.

1. New graduates, students who extend their study years and those who have studied abroad as exchange students need to retake compulsory courses or elective courses that are not offered by NCHU.
2. Due to scheduling conflict, students with minors or double majors need to enroll in elective courses that NCHU does not offer.
3. Students suffering from major illness need to enroll in courses that NCHU does not offer.
4. Due to changes in courses of the student's department, institute or degree program, the student needs to enroll in courses that NCHU does not offer.

[5. Students in undergraduate programs who are unable to register for courses due to military service or other unavoidable circumstances during their studies.](#)

[6. Other special conditions.](#)

Article 3 The maximum number of credits a student can take at other universities is limited to 6. Undergraduates are not allowed to take more than 1/3 of the total credits in each semester at another university

Students applying for minors, double majors, interdisciplinary programs [in other universities, and undergraduate students applying for military service during their studies](#) are not limited by the preceding rule but shall take a minimum of two credits each semester in the school.

Each department or graduate institute may decide how many of the credits completed in other universities are transferable as graduation credits.

- Article 4 NCHU students wanting to take courses at other universities shall apply to the Division of Course Affairs one week before the deadline with the approval of Department Chair and final approval of Office of Academic Affairs. Students who fulfill the relevant requirements shall be issued a Letter of Agreement provided by NCHU, which permits students to take courses at the specified universities.
- Article 5 NCHU students shall observe Tuition Guidelines of the University where they take the courses. The courses they take at other Universities including the time needed for commuting shall not conflict with the courses taken at the NCHU. Students who violate the aforementioned rule will receive a score of zero for the course they take at NCHU.
- Article 6 Students from other universities who intend to take courses at NCHU shall present a Letter of Agreement issued by the university where the students currently register, and apply for registration at the NCHU Division of Curriculum before the deadline for adding/dropping courses with approval of the instructor. The Office of Registrar shall not accept application after the deadline. Students from other universities who intend to take courses in NCHU must follow all the Regulations regarding the maximum student number allowed in each class, which is specified by each department or graduate institute. Payment of fees, including laboratory or internship fees, shall be regulated by the University.
- Graduate students from other universities who intend to take courses at the NCHU may be allowed to register only when NCHU graduate students also take the said courses.
- Article 7 When processing grades of students from other universities, the NCHU Registrar of the Office of Academic Affairs shall mail the grades to the students' current university at the end of each semester.
- Article 8 Course selection for inter-university courses in summer is governed by the NCHU Guidelines for Selection of Summer Courses.
- Article 9 These Rules and any amendments hereto shall be announced and implemented after being passed in the school's Academic Affairs Meeting, and submitted to the Ministry of Education for review.