

Shih Chien University Regulations Governing Course Selection by Graduate Students

Approved at the Second Semester Academic Affairs meeting in of the Academic Year 2000/2001 on May 29, 2001
Amended by the First Semester Academic Affairs meeting of the Academic Year 2005/2006 on December 27, 2005

Amended at the Second Semester Academic Affairs meeting of the Academic Year 2006/2007 on May 15, 2007
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Amended by the First Semester Academic Affairs meeting of the Academic Year 2013/2014 on September 17, 2013

Amended by the First Semester Academic Affairs meeting of the Academic Year 2014/2015 on November 4, 2014

Amended at the Second Semester Academic Affairs meeting of the Academic Year 2015/2016 on June 14, 2016

- Article 1 These Regulations have been formulated pursuant to the provisions set forth in Article 45 of the Academic Regulations of this University.
- Article 2 Graduate students shall complete adding and dropping of courses for each semester within the prescribed time limit subject to approval by the institute dean. Courses may not be added or dropped after this time limit. Where courses are added without completing the required procedures, earned credits and scores shall not be counted toward the requirements for the degree. Where courses are dropped without completing the required procedures, the course shall not count as dropped. Students shall ensure that the number of credits selected does not fall below the number of required credits or exceed the prescribed number after courses are added or dropped.
- Article 3 Graduate students shall abide by relevant regulations of their departments/institutes governing required courses to qualify for graduation and credit/course selection.
- Article 4 Where graduate students make up basic advanced placement courses prescribed by their institute, earned credits and scores shall be recorded. However, these credits shall not be counted toward the graduation credits.
Graduate students shall retake or make up required courses as soon as possible. Students who fail to successfully complete such courses are not eligible to apply for their degree exam.
- Article 5 Master's degree students must acquire a minimum of 24 credits in addition to completing their thesis. PhD degree students must acquire a minimum of 36 credits in addition to completing their dissertation (incl. 12 credits for required professional courses).
- Article 6 Required courses, course selection, and number of credits for each semester shall be determined by the respective institute. Graduate students whose program duration has been extended shall select at least one course or thesis composition.
Each Master's or PhD program may, at its discretion, increase the number of required credits or determine required courses and credits in accordance with actual requirements.
- Article 7 Graduate students shall abide by relevant regulations of their institute governing the sequence in which required courses are to be completed. Where courses selected by graduate students are offered by other academic systems or other departments/institutes of the same academic system, approval by the chair of the home department/institute and other institutes shall be required.
- Article 8 Selection of inter-collegiate courses shall be handled pursuant to the Regulations Governing Selection of Inter-Collegiate Course of this University.
- Article 9 Upon completion of the required course selection procedures, students shall settle additional fees in full. Where such payment fails to be made within the prescribed time limit, students lose their eligibility to add/drop courses for the following semester.

Article 10 Prior to adding/dropping courses for the following semester via the Online Registration System for Adding/Dropping Courses, instructional evaluations for all courses selected in the current semester must be completed.

Article 11 Matters not specifically covered in these Regulations shall be handled pursuant to relevant provision in the Academic Regulations.

Article 12 These Regulations and all amendments hereto shall be promulgated and put into effect upon ratification by the Academic Affairs Committee and approval by the President.