

National Taipei University of Nursing and Health Sciences

Policy for Course Registration

Amended and Reinstated by the Academic Affairs Meeting on June 16, 2021

Chapter 1 General Provisions

- Article 1. The contents of this Policy are formulated in accordance with the provisions of the Ministry of Education and the Constitution of NTUNHS.
- Article 2. Students shall undertake courses according to the curriculum specified by their department for their year of admittance. Transfer students and those who have transferred from other departments as a lower-year student shall select courses under the instruction of their affiliated department.
- Article 3. The date and method of course registration and the course categories shall be formally announced by the Office of Academic Affairs.
- Article 4. Course registration, which consists of online selection and manual selection, must be completed within a specified deadline. Registrations made after the deadline shall not be accepted.
1. In online selection, students select their courses on an online platform.
 2. In manual selection, students print a course selection form from an online platform and submit it to the Office of Academic Affairs after completing the relevant course selection procedures required by each department and faculty member.
- Article 5. Students shall add or drop courses by the specified deadline. Requests shall not be made after the deadline for any reason whatsoever. Students shall query and confirm the details and results of their course selection process by the specified deadline (including course pre-registration). No amendments shall be made if a student fails to go online (according to the computer system records) to confirm the results of their course selection online by the specified deadline.
- Article 6. During the course selection results confirmation period, no amendments shall be made to the course selection data for any reason whatsoever, with the exception that a course is canceled or separated, in which students shall

manually amend their course selection in person at the Office of Academic Affairs. Students may only apply for a withdrawal from any extra courses after the add/drop period has ended.

- Article 7. Students may not select courses with scheduling conflicts. Any such occurrences shall be amended during the add/drop period. Students may only apply for a withdrawal after the add/drop period has ended. Should such occurrences persist, all selections of courses with overlapping time schedules shall be rendered invalid.
- Article 8. Students shall select courses based on their curriculum. Priority shall be given to those who must repeat or make up a compulsory course.
- Article 9. Students who repeat the same course that they have already passed shall only have the credits counted once for the graduation requirement. Same courses refer to those with the same course title or having the same course contents under a different course title.
- Article 10. Students shall undertake group courses that entail single or multiple selections according to their curriculum or the regulations set by the course-offering department.
- Article 11. Each department shall determine the prerequisite courses and the qualifications for undertaking these courses as well as assist students in selecting these courses.
- Article 12. Selection of interdepartmental courses or inter-program courses shall follow the regulations set by the course-offering department. For example, a student from Department A who wishes to undertake a course offered by Department B must apply for the course through a credit waiver procedure if the said course is an elective course that is categorized differently by Departments A and B. The course credits shall not be counted toward the graduation requirement if a student fails to apply for the credit waiver.
- Article 13. Students who fail to complete their payment of tuition fees by the payment deadline shall be expelled according to the Constitution of NTUNHS, and their course selection results for the semester shall be rendered invalid.

Article 14. Students who must make up or repeat a compulsory course that has been canceled, changed to an elective course, or undergone changes to its title or credits as a result of curriculum changes must substitute for the said course with a newly titled course or a course designated by the department as having similar contents. In this case, students shall follow the credit waiver procedure; however, the total credits required for graduation shall not be reduced.

Chapter 2 Policy for Postgraduate Course Selection

Article 15. Course selection for postgraduate students is based on an online course add/drop system.

Article 16. Master's program students may only undertake the Master's Thesis program once; doctoral degree students may only undertake the Doctoral Thesis I and Doctoral Thesis II programs once each. For students who have to undertake their thesis program more than once, the credits for a single thesis program may only be counted toward the graduation requirement.

Article 17. Provisions for inter-program course selection in postgraduate programs are as follows:

1. The passing score for postgraduate students undertaking undergraduate courses is 70 points, and the credits shall not be counted toward the graduation requirement.
2. Doctoral program courses undertaken by master's students shall only commence when at least two doctoral students undertake the course.
3. Master's students undertaking doctoral program courses may choose to earn their credits through two methods:
 - (1) Having the credits counted toward the master's program graduation requirement.
 - (2) Having the credits counted toward a doctoral program at NTUNHS.

Chapter 3 Policy for Undergraduate Course Selection

Article 18. To streamline the course selection process, the Office of Academic Affairs shall pre-register the compulsory courses for every student based on their curriculum. Students shall drop a course during the add/drop period themselves if they are unable to undertake it for reasons such as having waived or completed the course, being exempted from taking it, or having to repeat a course that has scheduling conflicts.

Article 19. Online course selection for undergraduates consists of priority listing and adding/dropping.

Article 20. Compulsory courses are regarded as regular courses. Students who need to undertake interdepartmental courses, switch classes, or add/drop courses for repeating or waiving a course or other particular reasons shall add/drop courses according to the provisions for course adding/dropping and upon obtaining approval from the director of their department. Due to spatial limitations in internship locations, all internship program

Article 21. The provisions governing the credits earned by undergraduate students in every semester are as follows:

1. The credits earned by two-year day school students in every semester shall not be fewer than 9 nor more than 25.
2. The credits earned by two-year night school students in every semester shall not be fewer than 6 and must not exceed 22.
3. The credits earned by four-year day school students in every semester shall not be fewer than 9 nor more than 25.
4. Top achievers whose academic rankings fall within the top 20% of their grade year in their department, interdepartmental transfer students, transfer students, or those undertaking modular courses, a minor degree program, or double degree program may increase the quota of their credits to 28 in every semester under the approval of the director of their department.
5. Undergraduates who fail to achieve the minimum credits for a semester due to particular reasons may reduce the minimum credits under the approval of the director of their department. Following the reduction, these students shall undertake at least one course.
6. The credit requirements for postgraduate second bachelor's degree program students and 4plus program students in each semester shall be formulated by the program-offering department.

Article 22. General education courses shall be undertaken by students based on their discipline cluster. The credits from compulsory general education courses shall not be substituted for those of department-designated compulsory and elective courses. Credit waivers or substitutions are prohibited between courses in different discipline clusters.

Article 23. Provisions governing the course selection of compulsory physical education (PE) courses:

1. All students shall select PE courses according to their PE curriculum.
 - (1) Two-year day school students shall complete six compulsory PE courses with 0 credits, including one Basic PE Literacy course and five Health and Sports courses.
 - (2) Two-year night school students shall complete two compulsory PE courses with 0 credits, both of which are Health and Sports courses.
2. Four-year and two-year day school students shall undertake a maximum of two compulsory PE courses from the second and first semester of their first year onward, respectively. A maximum of two compulsory PE courses may be undertaken in every semester.
3. Credit waivers or substitutions are prohibited between compulsory and elective PE courses.
4. The amendments of this Policy are applicable to students admitted during and before the 2020 academic year. The number of compulsory PE courses counted toward the graduation requirement for four-year and two-year day school students is six and two, respectively. Students undertaking compulsory PE courses under the new system are regarded as having waived the PE (I) to PE (VI) courses.
5. This Policy provision is applicable to students admitted during the 2021 academic year onward.
6. Matters not covered in these provisions shall be handled in accordance with the NTUNHS Physical Office's Policy for PE Course Planning and Registration.

Article 24. Day school students and in-service program students may apply for inter-program course selection, provided that the credits earned through these courses do not exceed one-third of the total credits earned in a single semester.

Article 25. Undergraduates undertaking master's program courses shall follow the regulations prescribed as follows:

1. Four-year juniors and seniors, two-year (including night school) freshmen (second semester onward), and sophomores and juniors whose GPA exceeded 80 points in the previous semester and whose academic rankings fall within the top 20% of their class may undertake elective master's program courses.
2. Undergraduates undertaking master's program courses shall only commence

doing so upon gaining the approval of the course instructor and the director of the department.

3. A maximum of 10 credits in total may be earned from undertaking a maximum of two elective master's program courses per semester, and these credits must not exceed a quarter of the total credits earned in the semester.
4. Undergraduates undertaking master's program courses may choose to earn their credits through one of two methods:
 - (1) Having the credits counted toward the undergraduate program graduation requirement, with the passing score being 60 points.
 - (2) Having the credits counted toward a master's program, with the passing score being over 70 points. Undergraduate students shall apply for this method within two weeks after their mid-term exams in the graduation semester. Those who fail to do so shall have the credits counted toward the undergraduate program graduation requirement.
5. The credits earned from undertaking a master's program course shall be counted toward the total credits earned during the semester, as well as the criteria for dismissal due to poor academic performance.
6. The number of undergraduate students undertaking a master's program course shall not exceed a quarter of the number of students taking the course. If this quota is exceeded, the course-offering instructor shall determine the candidates who will take the course.

Pre-matriculated postgraduate students shall comply with the provisions prescribed in the Policy for Direct Admission to Bachelor's and Master's Degree Programs; furthermore, the provisions in Article 15, Paragraph 1, Subparagraphs 1, 3, and 6 are not applicable.

Article 26. Matters not covered herein shall be handled in accordance with the Constitution of NTUNHS and other relevant regulations.

Article 27. This Policy and its amendment shall become effective upon the resolution of the Academic Affairs Meeting.