

Ming Chuan University Procedures for Inter-collegiate Course Selection

Passed at the Academic Affairs Committee Meeting on December 28, 2006

Passed at the University Affairs Committee Meeting on June 4, 2007

Reported as MOE Tai Gao (2) 0960091748 on June 26, 2007

- Article 1 These procedures are established in accordance with regulations regarding taking elective courses in other universities as outlined in Enforcement Rules of the University Act.
- Article 2 These procedures apply to both students at Ming Chuan University and other universities who apply to make inter-collegiate course selection. If the institution does not open courses, or other important events occur which affect students' graduation, students may apply to take courses in other institutions in accordance with these procedures after receiving the approval from the institution.
- Article 3 Before applying to make inter-collegiate course selection, students are required to receive approval from the other institution and obtain its syllabus. The application may be submitted after the course content is approved by the department chairs. The application form must be approved by the department chairs and sent to the Academic Affairs Division for a second approval.
- Article 4 Students who have been approved to take courses in other institutions must follow regulations and procedures for course selection. Time spent in classes in the other institution and commuting time should not create course conflicts at this institution or the credits will not be recognized. Academic Affairs Divisions in other institutions should send written academic transcripts to the Academic Affairs Division after the end of final examinations.
- Article 5 Regulations regarding course selection, credit requirements, and failing credits for inter-collegiate course selection must be in accordance with Ming Chuan University General Provisions for Study, Procedures for Course Selection, and Standards for Calculating Semester Grades. Students who do not follow regulations will not have their credits recognized.
- Article 6 Students from other universities who apply for Inter-collegiate Course Selection at Ming Chuan University must submit a Letter of Agreement from the other university. The application will be reviewed and evaluated by the Academic Affairs Division.

Article 7 Students from other universities apply for Inter-collegiate Course Selection at Ming Chuan University must follow Ming Chuan University Procedures for Course Selection. Course selection, attendance procedures, and grade evaluation must be conducted in accordance with Ming Chuan University General Provisions for Study, Procedures for Course Selection, Student Attendance Procedures, as well as Standards for Calculating Semester Grades.

Article 8 Upon been passed at the University Affairs Committee Meeting, these procedures were announced, implemented and submitted to the Ministry of Education for reference. Any revision must follow the same procedure.