

NATIONAL TAIWAN UNIVERSITY

Directives for Processing Course Offerings and Changes

October 18, 2024 Amended by the 1st Academic Affairs Meeting, fall semester, Academic Year 2024-25

November 1, 2024 Promulgation of amended articles 1,4 and 7

(Full amendment history at the end of this document)

Article 1 National Taiwan University (“the University”) formulates the *Directives for Processing Course Offerings and Changes* (“the Directives”) to process course offerings and changes.

Article 2 A “course” in the Directives shall mean a course offered by a teaching unit of the University each semester.

An “intensive course” in the Directives shall mean a short intensive course that can be completed in a number of weeks.

A “course change” shall mean a change to semester or required course. Semester course change shall be addition, cancellation, or schedule change made after the start of course pre-registration as indicated on the academic calendar. Required Course change shall be changes pertaining to coursework and credits required for graduation and the relevant regulations stipulated by each department, graduate institute, or degree program.

Article 3 Credits for courses offered by the University shall be calculated in accordance with Article 20 of the National Taiwan University Academic Regulations. However, the hours of an intensive course may be halved and count as 0.5 credits.

Article 4 Courses shall pass a review by the competent department (or graduate institute, degree program, or division) and college curriculum committees before they are offered. However, intensive courses offered for overseas programs shall, after passing the aforementioned review, pass another review by the Curriculum Committee before they are offered.

Upon the decision to offer an intensive course that fails to be arranged in the previous semester, the course may be offered only after a teaching plan that includes teaching objectives, course syllabus, teaching methods, and performance assessment methods passes a review through the aforementioned process and is approved by the head of the department (or graduate institute, or degree program), the dean of the college, and the Vice President for Academic Affairs.

Article 5 Any change to a semester course of the University, except in the case of course cancellation due to an insufficient number of students registered, shall pass a review by the Curriculum Committee of the department (or graduate institute,

or degree program) that offers the course, and the department (or graduate institute, or degree program) shall prepare a Semester Course Change Application Form, which shall be signed and approved by the responsible unit and submitted to the Office of Academic Affairs for reference and announcement before the first day of classes as indicated on the academic calendar.

Other related regulations shall be handled in accordance with each semester's course scheduling and enrollment timetable.

Article 6 The setting of, or any change to, a required course shall pass a review by the Curriculum Committee of the department (or graduate institute, or degree program) that offers the course, and the department (or graduate institute, or degree program) shall fill out a Required Course Change Form, which shall be submitted to the College Curriculum Committee for review and approval and to the Office of Academic Affairs for reporting at the Academic Affairs Meeting.

The required courses set by each department/graduate institute/degree program of the University shall be recorded and jointly monitored by said department/graduate institute/degree program and the Office of Academic Affairs in order to serve as a basis for reviewing students' eligibility for graduation.

Article 7 The minimum number of students registered in each type of course shall be as follows:

1. Doctoral courses: At least one student
2. Master's courses: At least two students OR 1 doctoral student
3. Fifth-year Courses (course number starting with 5) and undergraduate courses: At least five students. Yet, fifth-year courses can be offered with at least one PhD Program student or two Master's Program students registered.

Courses offered by each unit that fail to meet the minimum number of registrations shall be canceled, except for required courses (including single- and double-selection required courses), special topics/studies courses, courses conducted in English, and other courses under special circumstances, which can be exempted from the minimum number of registrations upon the approval by the Curriculum Committee of the department (or graduate institute, or degree program) and the College Curriculum Committee.

Article 8 Non-teaching units of the University with justifiable cause that need to offer courses and issue grades and credits to students shall submit course proposals to the Academic Affairs Meeting for approval on a triannual basis.

[Promulgated on November 1, 2024]

Offerings of or changes to courses by Academic Affairs Meeting-approved non-teaching units in the preceding paragraph shall be reviewed by the competent college or the Center for General Education.

Article 9 Matters not addressed herein shall be handled in accordance with the Academic Regulations and other applicable regulations of the University.

Article 10 The Directives shall be passed by the Academic Affairs Meeting and then implemented on the date of promulgation.

(Full Amendment History)

December 29, 2006	Passed by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2006–07
January 24, 2007	Promulgated by National Taiwan University (NTU) via Hsiao Chiao Tzu No. 0960002906
June 16, 2009	Promulgated by NTU via Hsiao Chiao Tzu No. 0980024010
October 16, 2009	Amended by the 1 st Academic Affairs Meeting, fall semester, Academic Year 2009–10
March 11, 2011	Amended by the 1 st Academic Affairs Meeting, spring semester, Academic Year 2010–11
October 20, 2017	Amended by the 1 st Academic Affairs Meeting, fall semester, Academic Year 2017–18
March 22, 2019	Amended by the 1 st Academic Affairs Meeting, spring semester, Academic Year 2018–19
October 22, 2021	Amended by the 1 st Academic Affairs Meeting, fall semester, Academic Year 2021–22
October 20, 2023	Amended by the 1 st Academic Affairs Meeting, fall semester, Academic Year 2023–24
October 26, 2023	Promulgation of amended articles 1 through 9