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Regulations Regarding Inter-University Course Selection

Secretariat Regulation No. 0980000064 (11/20/2009)

Article 1

This set of regulations was formulated in accordance with Article 25 of the University Act and Article 14 of the *TKU Study Regulations*.

Article 2

When selecting courses offered by another university, TKU students should choose courses that are not available for selection at TKU in that semester.

Article 3

When selecting courses offered by other universities, TKU students must refer to the following regulations:

Graduate Students may take a maximum of one-third of their total semester credits at another university. However, this maximum number of credits should also be determined by restrictions on credits specified by the department at the other university.

Bachelor Students who meet either of the following criteria may apply to select courses at another university, with a maximum limit of three courses per semester:

1. Students in their graduating year or extension year (after extending the time limit for duration of study) who are unable to take a compulsory course at TKU because it is not offered in that semester or because it clashes with the schedule of another compulsory course, therefore affecting their ability to graduate on time.
2. Students who hope to gain more opportunities for cross-discipline and diverse learning and who select courses at other universities that will not be counted toward their degrees.

Article 4

One week prior to the date assigned for course selection at the other university, TKU students must first go in person to the other university and apply for inter-university course selection by submitting a “TKU Inter-University Course Selection Application Form”. The form should be signed by the course instructor and the head of the department, graduate institute, or credit program offering the course, and then sent to the TKU Office of Academic Affairs for approval from the Dean of Academic Affairs.

Article 5

When TKU students select courses at another university, tuition payment and other related matters must be handled in accordance with the other university's regulations. If the student cancels course registration or the course is cancelled, students should nevertheless report back to TKU about such matters.

Article 6

Courses taken by TKU students at another university cannot clash with their original course schedule at TKU. If a clash of schedule occurs, students will receive a score of zero in both or all of the conflicting courses. For academic grades received in courses at other universities, TKU only counts whole numbers, disregarding decimal points.

Article 7

Students from other universities who wish to take TKU courses must first apply to do so by submitting a letter of approval or approved application form from their original universities. They must then complete course selection before the end of the period for adding / dropping courses. Students who do not complete course selection before the deadline will not have their applications processed. Student applications will also be subject to the maximum student quota for each requested course.

Article 8

Students from other universities who take courses at TKU must pay tuition and internship fees as regulated by TKU.

Article 9

After students from other universities have completed the process of course selection in accordance with TKU regulations, they will not be entitled to a refund for tuition fees rendered, unless the course is cancelled due to insufficient student numbers. At the end of each semester, the Office of Academic Affairs will send students' transcripts to their original universities to enable these universities to process student grades.

Article 10

This set of regulations will take effect on the date of its publication after being passed in an administrative affairs meeting and approved by the TKU President. After approval, it will be submitted to the MOE for future reference. The same applies to any later amendments made.