

Principles Governing Course Offerings and Course Selection of Graduate Institutes

Wenzao Ursuline University of Languages

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Ratified by the President on Jan. 27, 2015

I. Course selection schedule: Course selection, which includes initial selection and “add and drop”, should be conducted according to the schedule arranged by the Office of Academic Affairs for the semester.

II. Students should follow the following rules regarding the number of credits to be taken per semester:

A. The number of credits that graduate students should take per semester will be determined by the graduate institutes, but the number of credits to be taken should not be less than 1 credit or more than 15 per semester. **Application for credit overload should be approved by the chairperson of the graduate institute; no additional fees will be charged for overload credits.** This rule does not apply to graduate students who have taken all necessary credits required for the degree and who are waiting for degree examinations.

B. In order to complete their research projects, graduate students may select courses offered by other departments (graduate institutes or schools) with the approval of the chairperson of the graduate institute. The chairperson of the graduate institute can decide whether or not the credits taken can be included in the credits counted towards graduation. Courses whose credits are not included in the credits counted towards graduation will not be included in the calculation of semester average mark. In the case that graduate students take courses offered by the 4-year College that are included in the credits counted towards graduation, they will be charged the credit fees for graduate institutes. In the case that graduate students take courses offered by the 4-year College that are not included in the credits counted towards graduation, they will be charged the credit fees for the 4-year College.

C. In the event that students fail to pay all the credit fees for the selected courses before the deadline, the Curriculum Section of the Office of Academic Affairs

will disqualify the student for the course, and the student will be penalized with a minor demerit or more.

III. With the exception of the "thesis" course, elective courses must have at least 5 students; the maximum number of students per class is 25.

IV. Matters not governed by the Principles will be settled according to the Academic Regulations of the University and relevant regulations.

V. The Principles become effective after they are approved at the Academic Affairs Committee Meeting and ratified by the President. Amendments must follow the same procedure.