

National Kaohsiung University of Hospitality and Tourism

Daytime Department Students Curriculum Selection Measures

Amended and motioned through on September 22, 2016 before the extraordinary academic affairs meeting

Article 1 Basis:

The measures have been formulated in accordance with Ministry of Education guideline, school relevant chapters and rules, and various meeting resolutions.

Article 2 Curriculum selection methods:

- I. With the curriculum selection methods dividing into the initial selection and addition/withdrawal section, students are to log in online to file for the curriculum selection process and addition/withdrawal selection process, within the specified time; however, under extraordinary circumstances, it is revamped to processing by manual curriculum selection method.
- II. Once the addition/withdrawal selection concludes, students are to log in, within the specified time, online to print out whose formal curriculum selection list, and upon verified, signed and consolidated, it is forwarded to [the academic affairs office](#) pending verification, and of those not submitting exceeding the cutoff, it shall heed to entry data on the academic affairs system as the formal course selection record.
- III. With the addition/withdrawal selection schedule being the curriculum selection cutoff, and except under reasons of force majeure, no further addition/withdrawal of curriculums may be made; matriculating students, whose curriculum launch should fail, are to complete the curriculum selection or fee reimbursement matter within 1 week, and no request will be accepted exceeding the cutoff, and effective from the 4<sup>th</sup> week when the school commences, no addition/withdrawals may be made.
- IV. Once the curriculum list is announced and preselected, various institutes/departments/degree module center may not willfully replace the lecturing instructors; if various institutes/departments/degree module center encountering extraordinary circumstances to require replacing the lecturing instructor, students are to file for addition/withdrawal curriculum application within one week from the instructor replacement.
- V. Those not filling out the teaching evaluation in the previous semester would not be able to preselect online when the second semester's curriculum preselection is opened, and would universally be required to instigate the addition/withdrawal of curriculums online once the school commences.
- VI. To prepare relevant equipment's functional deficiency or incomplete work sufficing to obtrude the balancing progress' routine report.
- VII. Daytime department students selecting and matriculating curriculums in the continued education department but failing to remit the credit fees within the specified cutoff are universally required to have [the academic affairs office](#) process said curriculums by means of relinquishing the curriculums selected, one day after the specified cutoff.

Article 3

The credits each student matriculates per semesters needs to be bound by the following restrictions:

- I. Graduate students are required to complete at least 6 credits and up to 24 credits in each semester in first school year. Starting from the 2<sup>nd</sup> school year, the credits matriculated in each of the semesters may not exceed 32 credits.

Those completing the dissertation credits in one shot and surpassing their degree examination would have their grades cataloged; those not surpassing the degree examination need to retake the course but do not need to remit the “dissertation credit fees” separately.

The collegiate department (the two-year vocational, four-year vocational) students requiring to matriculate of credits each semester may not fall below 10 credits, and at most up to 32 credits, the current year’s impending graduating students are required to matriculate, in each semester) no less than 5 credits, and at most up to 32 credits.

During off-campus interning period, students have selected of minimum credits are to be defined separately.

Students matriculating in secondary major, double major and an education degree whose per semester maximum credits are also bound by the preceding restrictions.

Students on five-year college whose first three school years per semester’ matriculating credits may not fall below 20 credits (except those having credits to offset), and may not exceed 32 credits.

Students on the two-year college and five-year college whose last two semester years matriculating credits per semester may not fall below 10 credits, and may not exceed 32 credits. The current year’s pending graduating students whose matriculating credits per semester may not fall below 5 credits, and at most up to 32 credits.

Various schooling systems’ over-matriculating regulations: students whose previous semester’s disciplinary grades, academic grade point average all at 80 points or higher, and also rank among the top ten percent among students of said class and said department, and at the next semester upon obtaining the departmental dean’s approval, may choose addition one to two subjects’ credits beyond the upper threshold of whose semester matriculating credits.

- II. Collegiate department students whose semester grades’ failed subject credits reaching 1/2 of said semester’s total matriculating credits, who may fittingly reduce whose matriculating credits in the following semester, where the reduced matriculating credits’ review and approval are approved separately by various departments/degree modules/departments/sections, provided that it may not deviate from stipulations set forth under the article par 1.
- III. Of credits from retaken/retroactive retaken courses that vary due to the new/old course standards in transition, the processing principles and standards are to be formulated and also recognized by various departments/institutes’ curriculum committee meetings. Students (including cross-department course selection, school transfer, retaking/retroactively retaking courses and the like) filing for offset subjects whose matriculating credits also may not deviate from the foresaid regulations.
- IV. Students matriculating the requisite, elective and retaking (retroactively retaking) the curriculums shall follow the regulations to complete the filing, where the class

session hours may not conflict mutually, otherwise the conflicting courses would all be canceled.

Article 4 Requisite curriculums:

- I. Of various departmental/institute/degree module sections' requisite curriculums, students shall all matriculate and pass them before they are eligible to graduate.
- II. Lower year students may not select and matriculate higher years' requisite curriculums, except where it is approved by department dean under extraordinary circumstances.
- III. Of requisite curriculums, students matriculating the courses principally are to matriculate the department/section/degree module, and the class scheduled courses; however, of retaking the course, retroactively retaking the course or for other extraordinary reasons to result in session conflict, please revamp the processing by means of manual course selection, and also subject to the lecturing instructor and said department/institute dean/director's approval, may proceed to change to matriculating other class and other department's requisite curriculum.
- IV. Graduation class students matriculating in courses opened for lower years shall be identical to the attending classes' session hours, and the semester examination may not be brought up.
- V. Whether selecting and matriculating other department/institute's requisite courses can be admitted as part of the graduation credits is subject to the dean's consent, except under extraordinary circumstances.
- VI. On requisite courses, if the matriculating head count – the doctoral program not reaching 1 person, the master program not reaching 3 persons, the university department not reaching 12 persons or collegiate department not reaching 12 persons, the class for said subject will not be opened, except where under extraordinary circumstances or in the instance of abandoning the selected courses.

Article 5 Elective curriculums:

- I. Those failing the elective course grades may be exempt from rematriculating the course, provided that the failed grade and credits are still merged into said semester's grade point average and calculated as failed credits.
- II. On elective courses, if the matriculating head count – the doctoral program not reaching 1 person, the master program not reaching 3 persons, the university department not reaching 12 persons or collegiate department not reaching 12 persons, the class for said subject will not be opened, except where under extraordinary circumstances or in the instance of abandoning the selected courses.
- III. Elective curriculums call for selecting the curriculums via the computer network and also subject to the department/institute dean/director's review and approval, before the courses may be matriculated.
- IV. The semester semester's graduation class curriculums are limited to selection and matriculation by the pending graduating students and deferred matriculating students.
- V. Whether the various cross-departmental curricular systems are to be calculated into the graduation credits are to be processed per various departments/schools' regulations.

Article 6 Deferred matriculating students:

Deferred matriculating students need to file for relevant curriculum selection matters within the hours the school announces prior to the school commencement date, and also remit the fees as regulated, and no filing will be accepted if exceeding the deadline.

Article 7 Those on the downgraded, retake (retroactively retake) curriculum are bound by the following regulations:

- I. All curriculums are open for filing for rematriculating (retroactively rematriculating), provided that the sessions hours may conflict mutually.
- II. Those following a class in rematriculating (retroactive rematriculating) a course may not request to adjust any subject's classroom hours to facilitate their own rematriculating (retroactively rematriculating) courses selected.
- III. Those selecting to matriculate in practical implementation courses need to remit the material fee per various departmental/sectional regulations.
- IV. Of those failing to select and matriculate the curriculums as requested (i.e. conflicting session time or credits matriculated not meeting regulations and the like), said deviating courses (to be determined by academic affairs office) shall universally be deleted, where not only the grades are unrecognized, and if found clearly to be deliberately conceiving and related circumstances, students would be given strict penal action per school regulations. The registration of student grades is to heed to students' curriculum selection list; students with grades but without selecting the course would not be recognized, and those having selected courses but without grades shall universally be calculated at zero point.
- V. Students in the degree module department, collegiate department encountering session time conflict due to retaking/retroactively retaking courses in daytime department may apply for cross-department to select and matriculate at school continued education department. The credit fee is to heed to the tuition/bursar fee billing standard, and the credit fees are remitted per the actual classroom hours.
- VI. Those applying for cross-department to select and matriculate in school continued education department principally are eligible to take up to three courses and also not more than 10 credits in rematriculating/retroactively rematriculating courses.
- VII. Students returning to school, during whose off-campus internship period, to rematriculating/retroactively rematriculating credits principally capped to three subjects each time and not more than 10 credits (inclusive), and who also may not request the interning entity with irrational time request on the ground of rematriculating/retroactively rematriculating, and in the wake of the foresaid circumstance occurring, said student's grades would not be recognized and are calculated as zero point.
- VIII. Students who need to retake interschool curriculums are to be processed per regulations set forth under school interschool curriculum selection implementation measures.

Article 8 Those cross-selecting the curriculums between various curricular systems are bound by the following regulations:

- I. The two-year vocational, four-year vocational curriculums may mutually cross select the curriculums, but except the off-campus internship course, and whether the credits

- are admissible as part of the graduation credits are to be processed per various departmental regulations.
- II. The five-year college's freshman, sophomore and junior years and the two-year vocational and four-year vocational cannot mutually cross-select the curriculums.
  - III. The five-year college department's fourth/fifth years may cross-select courses with the two-year vocational department, and in terms of whether the credits can be admitted as part of the graduation credits, it shall be processed per sectional regulations.
  - IV. The five-year college department's fourth/fifth years can mutually cross-select courses with the two-year college, and whether the credits can be admitted as part of the graduation credits is to be processed per various departmental regulations.
  - V. Off-campus interning students, at the time of application, need to submit the interning entity's consent letter.
  - VI. If various curriculums' matriculating student quotas are full, and subject to various department/institute curriculum lecturing instructors' consent, by the classroom's seating capacity, various departments are authorized to readjust the cap on the curriculum's student quota.
  - VII. General education courses can only be admitted as general education credits, and cannot be taken as departmental elective credits, and if under extraordinary circumstances to be needing to allow the general education course credits be admitted as departmental elective credits, then it needs to be processed by manual run, and can only be processed when reviewed and approved by department dean.
  - VIII. General education courses principally are limited to 50 persons, and if a general education course utilizes a professional classroom, then it is limited to the professional classroom's capacity, and students are universally to complete addition selections online on courses within the existing system, and no manual run will be open; however, if student rematriculating/retroactively rematriculating or having matriculated the courses in the existing system who are unable to complete the addition selections online, then it is revamped to manual run to select the courses, and who are also to submit relevant documentation, subject to the lecturing instructor and general education center director's review and approval, provided that the additionally accepted students are limited to what the classroom can accommodate.
  - IX. On courses within the same department/institute, cross-selection of courses between daytime and nighttime needs to undergo the dean's review and approval.
  - X. Of various schooling systems' practical implementation courses' material fees, those who have yet remitting the fees prior to the 3<sup>rd</sup> week following the school commences, the department is to compile a list starting from the 4<sup>th</sup> week following school commences, which is forwarded to [the academic affairs office](#) to uniformly process withdrawing the course selection, and the remitted course credit fees also will not be reimbursed.

Article 9 Students who are unable to continue matriculating the curriculums for some reason may forfeit the selected curriculum(s) by adhering to the below regulations:

- I. students applying to abandon the selected curriculums, shall enter the curriculum selection application, and also submit the current semester's curriculum selection list, and upon consented by the lecturing instructor, class counselor and departmental

- (institute) dean/director, which is forwarded to [the academic affairs office](#) for processing.
- II. Students applying to abandon the selected courses shall complete the filing prior to the 10<sup>th</sup> week of the school calendar, and no filing will be accepted on the 11<sup>th</sup> week.
  - III. Following abandoning the selected courses, the total matriculating credits may not fall below each semester's requisite minimum matriculating credits.
  - IV. Students approved for filing for abandoning the course selected may no longer apply for addition selection on any course in the same semester.
  - V. Impending graduating students, at the second semester, may not file for abandoning selected curriculums.
  - VI. Abandoned selected courses still need to be disclosed in said semester's grade report and history grade report, with the grade column footnoting "suspended matriculation", but are not calculated into the credits earned and grades.
  - VII. Upon abandoning selected courses, the credit fees (material fees) will not be reimbursed, and those not remitting shall still remit the credit fees (material fees) as regulated before being eligible to file for abandoning selected courses; however, when the semester ends, any surplus on the material fees shall be reimbursed to the students per various departments' pertinent guideline in percentage.
  - VIII. The absenteeism record on abandoned selected courses, prior to abandoning the selection, would not be canceled.
  - IX. Deferred matriculating students, upon filing abandoning selected courses, shall at least matriculate one subject.
  - X. Of those not remitting the practical implementation material fees exceeding the cutoff, the department is to collectively compile a list, and forward it to the academic affairs office for processing by means of abandoning selected courses.
  - XI. Of those not remitting the graduate school stage two curriculum credit fees exceeding the cutoff, the cashier section, general affairs office is to uniformly compile a list, and also upon various institutes notifying the students for verification without discrepancy, it is forwarded to the academic affairs office for processing by means of relinquishing the course selected.

Article 10 Exchange students' curriculum selection regulations:

- I. The curriculum addition/withdrawal selections are processed within the university-specified time, and if late in arriving to the school, the additional selection and withdrawal are to be completed within 5 days upon arriving at the school (the calculation of the 5 days precludes Saturday, Sunday and public holidays); however, starting from the fourth week when the school year commences, no further additional curriculum selection or withdrawal may be made.
- II. The elective curriculums do not have minimum credit restrictions, but shall be bound by school various schooling systems' maximum [32 credits](#) per semester.
- III. Elective courses call for attending the sessions per the attached matriculating department/institute's courses, and if desiring to matriculate other departments' courses, it is principally set to 6 credits for the semester.
- IV. Matriculating in school continued education department curriculums are capped to three subjects, 10 credits for the semester, and students also need to remit the credit

- fees, where the credit fees are to heed to the tuition/bursar fee billing standard, and students are to remit the credit fees per the actual session hours.
- V. Of the preceding par III and par IV matriculating in outside departments and continued education department curriculums, the current semester's total credits are principally set to 6 credits, except where various departments otherwise stipulate, the stipulations are to prevail.
  - VI. University department exchange students who follow a class to study in a class need to matriculate the labor education, class weekly assembly and class counselor time and so forth in 2 courses, graduate institute exchange students who follow a class to study in a class need to matriculate the weekly assembly and class counselor time and so forth in 1 course, where the curriculum specification is to be sought per relevant school regulations, provided that under extraordinary circumstances, it can be processed per various departmental regulations.
  - VII. Upon completing course selection, students need to submit the current semester's course selection list, verify and sign it before returning it to [the academic affairs office](#), and those not returning it exceeding the cut off would have the data disclosed on the academic affairs system taken as whose formal course selection record.
  - VIII. Of those unable to continue matriculating the courses under extraordinary circumstances, it shall be processed per school course selection abandoning-related regulations.
  - IX. Curriculum absenteeism, examination ducking and grade calculation are processed per relevant school regulations.
  - X. Other unspecified matters shall be processed per university school constitution and relevant rules and regulations.

Article 11 Miscellany:

The measure is implemented upon surpassing the academic affairs meeting review, and declaring with the president for approval, and the same also applies to all subsequent amendments.