**National Sun Yat-sen University Academic Year Semester**

**Application Form for Inter-Institutional Course Selection (one course 1 original copies)**

1. **Student Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student ID No. |  | Name |  | Department/Class/Grade |  |
| Passport No. /UI No. |  | Email |  | Cell phone |  |

**2. Course Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course Offering Institution |  | | Course Offering Department |  |  Undergraduate course   Masters/PhD course   Courses for programs　 Other | |
| Full Course Title | Chinese： | | | | Credit(s) |  |
| English： | | | | Course Timetable |  |
| Type of Course |  Semester course   First semester of a full-year course   Second semester of a full-year course | | | Course Code |  |
| Application Description |  The above course is not offered by any department/institute at NSYSU.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_　department offers the course. Please explain the reason for taking a course at another university (attach a separate A4 sheet as an appendix). | | | | | |
| Course intended for credit transfer | \*Please proceed in accordance with the relevant regulations of NSYSU. | | | |  Semester course   First semester of a full-year course   Second semester of a full-year course | |

**3. Approval**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NSYSU** | ➊ Department | | | ➋ Head of Course Offering Department | | ➌ Center for Teacher Education/Si-Wan College (Approval) | | ➍ Academic Affairs Office (Approval) |
| Instructing Professor /Faculty member | Department Head | |
|  |  | | Qualified for credit transfer：   Agree   Disagree  \* Signature required only for credit transfer applicants | | \* Signature required only for teacher education courses or general education courses | |  Delayed graduation or retaking course |
| **NSYSU Student intends to take inter-institutional courses at your institution. Please proceed with this application form, which has been acknowledged as a consent form by NSYSU. Please provide English course title for the student to fill in this application form. Your assistance and cooperation are greatly appreciated.** | | | | | | | |
| **Course Offering Institution** | ➎ Instructor | | ➏ Course offering Department | | ➐ Academic Affairs Office | | ➑ Cashier Division (Payment) | |
|  | |  | |  | |  | |

**Please return this application form to NSYSU Curriculum Division by \_\_\_\_\_\_\_\_\_\_\_\_\_\_; otherwise, the requested course will be cancelled.**

**Important Notes:**

1. One application form is required per course. And please attach the course information (including course offering department, credits, timetable, etc.) and course syllabus. After obtaining all the required signatures and approvals in the sequence indicated on the form, please return this application form to the Curriculum Division of NSYSU Academic Affairs Office no later than one week after the deadline of NSYSU Add/Drop course selection stage (deadline for summer courses is July 31st). And the results can be confirmed on the website after 3 working days. For those who are late or fail to return the form to NSYSU Curriculum Division, the course will be cancelled. After the procedure is completed, no application for dropping courses will be accepted except for the reasons of timetable clashes, or the chosen course being suspended due to insufficient number of students. For dropping courses with above reason should submit the proved documents to NSYSU Curriculum Division no later than one week after the deadline of NSYSU Add/Drop course selection stage (deadline for summer courses is July 31st). If required, please submit a photocopy of this form to the Academic Affairs Office at the course offering institution.
2. NSYSU undergraduate students (excluding students with delayed graduation) who select courses (excluding teacher education program courses) offered by Taiwan Comprehensive University System (NCCU, NCHU and NCKU), NUK, KMU, NKUST, NDHU, NQU, NPUST, R.O.C. Naval Academy, R.O.C. Air Force Academy and TCU do not have to pay for credit fees. Please attend courses punctually. For summer courses, credit fees are payable in accordance with the regulations of respective institutions.
3. NSYSU master’s and Ph.D. students who select courses at KMU do not have to pay for credit fees. Please attend courses punctually. For summer courses, credit fees are payable in accordance with the regulations of KMU.
4. Selecting courses from other institutes should be due to course unavailability for the current semester at NSYSU. Timetable clashes between the courses taken at another institution and those selected at NSYSU must be avoided; otherwise, the conflicting courses will be cancelled. For NSYSU undergraduate students, the number of credits taken at other institutes cannot exceed more than 1/3 of the total number of credits awarded for the semester, except for the students with delayed graduation, inter-institutional double major, subsidiary degree and integrated program. For masters and Ph.D. students, the number of credits cannot exceed more than 1/3 of the total credits required for graduation. For summer courses, maximum of 9 credits allowed in total (including courses at NSYSU and other institutions).
5. Any matters not mentioned herein shall be handled in accordance with the Guidelines on Implementation of Inter-University Course Selection and the relevant regulations of NSYSU.