

National Sun Yat-Sen University Application Procedure for Inter-Institutional Course Selection (including summer courses)

《NSYSU Students》

- 1 、 Please download application form from website: NSYSU Academic Affairs Office/ English/ Forms/ Students/ print 「 Application Form for Inter-Institutional Course Selection 」 (one course 1 original copies)
- 2 、 Please complete the application form and attach the course information (including course offering department, course credits, timetable, instructor, etc.) and course syllabus.
- 3 、 Please follow the procedure indicated on the application form, and obtain approval and signatures from the department head and faculty member. If the course taken at another university is teacher education program course, please obtain the approval from the Center for Teacher Education. If it is a general education course, please obtain the approval from Si Wan College.
- 4 、 Please submit the signed application form (with the required forms of course offering institutions) to NSYSU Curriculum Division of Academic Affairs Office during working hours. (Please be mindful of the course selection deadline of the course offering institution.).
- 5 、 Two working days after submission, please collect your application form from NSYSU Curriculum Division, and then proceed with the required procedures at the course offering institution and pay the credit fees.
 - (1) 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.
 - (2) 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.
- 6 、 Timetable clashes (including the time required for round-trip travel) between courses taken at another institution and those selected at NSYSU must be avoided; otherwise, conflicting courses will be cancelled.
- 7 、 After completing the course selection process at the course offering institutions, please return the NSYSU application form for Inter-Institutional Course Selection to 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). The process is considered complete after the application form is return to NSYSU Curriculum Division. For those who are late or fail to return the form to NSYSU Curriculum Division, the course will be cancelled.
- 8 、 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 of 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).
- 9 、 After the procedure is completed, students could follow the regulation and schedule of the course offering institutes to withdraw the inter-institutional course. Students are allowed to withdraw from up to 2 courses including inter-institutional courses and NSYSU courses, provided that the total number of credits after course withdrawal cannot be below the minimum credit requirement.

《Non-NSYSU Students》

- 1、**Current Semester Courses:** To search for available courses in the current semester, please refer to **【NSYSU Academic Affairs Office Website / English/ Link/ Online Course Selection System/ Course Inquiry/ Current course】**
- 2、**Request for Course Selection Account and Password:** Before the deadline of NSYSU Add/Drop course selection stage, please go to **【NSYSU Academic Affairs Office Website / English/ Link /Online Course Selection System/ Course Network for students from other schools】** . Fill in personal information and obtain the course selection account (UI no./ passport no.) and password.
- 3、**Adding Courses and Uploading the Official Letter of Consent:**
 - (1) Before the deadline of NSYSU Add/Drop course selection stage, please add courses on the course selection system during the designated course selection periods of NSYSU. **【Online Course Selection System/ Login ID and password/ Register to add courses】**
 - (2) 4 hours after completing the course adding procedure on the system, please upload “the inter-institutional course selection consent form approved by the student's university” to NSYSU online course selection system **【Login course selection system/ Related information on course selection/ Upload consent form from the original university】** . The review process will not proceed if the consent form is not uploaded by the applicant.
- 4、**Approval Results and Payment for Credits fees (Payment should be made no later than one week after the deadline of NSYSU Add/Drop course selection stage):**

The online approval results from NSYSU Curriculum Division and faculty members (general education courses also need to be reviewed by Si Wan College) will be sent to the email address registered by the student. If the application is approved, credit fee payment notification will also be sent to the email address registered by the student. Please print out credit fee bill on the course selection system **【Login course selection system/ Related information on course selection / print payment for credit fees of inter-institutional course selection (Non-NSYSU student)】**

Payment should be made before the deadline via ATM bank transfer or at branches of Bank of Taiwan. **For summer courses, please follow the "Payment for Summer Courses" section below. No further notice will be given.**

 - (1) NSYSU credit fees are charged based on the student’s program of study, the college of the selected course and credit hours. Fees may be incurred for material costs or apprentice programs if necessary. Demands for refunds or course dropping will not be accepted except for courses being suspended due to insufficient number of students.
 - (2) Undergraduate students (excluding students with delayed graduation) of 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 select NSYSU courses (excluding teacher education program courses) do not have to pay for credit fees. Please attend courses punctually. Credit fees are payable for summer courses.
 - (3) Masters’ and Ph.D. students of KMU select NSYSU courses (excluding teacher education program courses) do not have to pay for credit fees. Please attend courses punctually. Credit fees are payable for summer courses.
 - (4) **Payment for Summer Courses:** Course offering will be available with a minimum of 17 registered students, and the credit fee bill will be available for printing out on the course selection system **【Login Course Selection System/ Related Information on course selection / Print Payment Form for Summer Course】** . If the application is not approved, the result will be sent to the email address registered by the student, and a refund might be issued at the end of August if the payment has been made.
- 5、**Process Completed:** After the payment is completed and the reconciliation is done by NSYSU cashier division, the " Non-NSYSU students Inter-Institutional Course Selection Notification" will be sent to the email address registered by the student, thus completing the inter-institutional course selection process. Please attending courses punctually.