

National Dong Hwa University

Regulations for Pursuit of Minors

2019.12.25 amended and approved, 1st semester of the Academic Year 2019, 2nd Academic Affairs Meeting
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- Article 1. The Regulations have been formulated in accordance with Article 28 of the University Act, Article 25 of the Enforcement Rules of the University Act, Article 14 of the Degree Conferral Act, and the relevant provisions of the University's Academic Regulations.
- Article 2. The definition of the abovementioned phrase, 'Pursuit of Minors', is as follows:
1. Students pursuing Bachelor's degrees can pursue Minors at the same level (degree program).
 2. Students pursuing Master's degrees or Ph.D. degrees can pursue Minors at the same level or a level below (graduate or undergraduate degree programs).
- Article 3. Undergraduate students can pursue Minors from other Departments at the National Dong Hwa University (hereinafter referred to as "NDHU" or "the University") or other universities after completing a year of undergraduate study. Those who pursue Minors from other universities, nevertheless, shall acquire approvals from both the University and the desired university. The pertinent regulations shall be additionally formulated for future reference.
- Graduate students can pursue Minors from other NDHU Departments after enrolling in the current academic year.
- Article 4. Students, who want to pursue Minors, shall register or apply in accordance with regulations of the desired Departments, and ask the Departments to help with matters including course planning consultation and course taking guidance. They can also make use of the "Graduation Preliminary Review System" and the "Minor Program Course Inquiry System" provided by the Registry Division to inquire information about subjects required, subjects taken, and subjects not-yet-taken regarding Minors.
- Article 5. Students, who want to pursue Minors, shall confirm the upload of Minors onto the "Graduation Preliminary Review System" in accordance with the regulations formulated in the *Operation Guidelines for Reviewing the Graduation Qualification of Students* in order to help Departments with preliminary reviews and the Registry Division with secondary reviews.
- Article 6. Undergraduate students pursuing Minors from other Departments shall take the compulsory and/or optional subjects required by the desired Departments in addition to the minimum graduation credits required by the majoring Departments regarding the majoring program and the University Core courses. The professional compulsory

and/or optional subjects and credits required for the pursuit of Minors shall be at least 20 credits composed of either the courses offered by the desired Department, or the courses supported by the majoring Department and other Departments not included in the list of majoring subjects compiled by the majoring Departments. Graduate students pursuing Minors at the same level or one level below shall take Minor credits meeting not only the minimum graduation credits required by the program in question, but also the professional compulsory and/or optional subjects and credits required by the pursuit of Minors.

Any Minor-pertinent course same as or close to any majoring course in nature shall simultaneously meet the requirements of both majoring and desired Departments when being reviewed, approved, and listed by the desired Departments; nevertheless, the credit of the abovementioned course shall only be calculated once. In case of insufficient Minor-pertinent credits, the desired Department shall appoint a substitute subject and send it to the Office of Academic Affairs for future reference.

Students pursuing Minors shall take any subjects regulated by the desired Departments as Prerequisites.

Article 7. All Departments and Institutes shall compile a list of the professional compulsory and/or optional subjects and credits in case of pursuit of Minors, and send the list to the 3rd-level curriculum committee for verification and the Office of Academic Affairs for future reference.

Article 8. Undergraduate students pursuing Minors shall calculate all their acquired credits together and register them in the (majoring) academic transcript. In light of the situation that the credits of subjects failed have reached what is regulated in Article 43 of the *NDHU Academic Regulations*, it shall be dealt with in accordance with the *Academic Regulations*.

Graduate students pursuing Minors from Bachelor programs shall not include the credits and grades into the majoring credits and GPA nor the graduation grade.

Graduate students pursuing Minors from graduate programs can include the credits and grades.

Article 9. Undergraduate students pursuing Minors shall pay the credit fee when the University has to open an extra class within the period of study. Those extending their period of study due to the pursuit of Minors and taking four credits and below (including 0 credit) in the current semester shall pay one quarter of the tuition and miscellaneous fees; half of the tuition and miscellaneous fees shall be paid when taking credits between 5 and 8 (5 and 8 included) and the full tuition and miscellaneous fees shall be paid when taking more than 9 credits.

Graduate students pursuing Minors shall pay the credit fee whereas those pursuing in-service programs as Minors shall be charged in accordance with the *Charging Standards for In-service Credit Fees*.

- Article 10. Students pursuing Minors are entitled to have their Minors additionally printed on their graduate roster, academic transcript, and degree certificate when graduating and having completed all required courses, passed all grades, and acquired all required credits; otherwise, no Minor-pertinent certificate is to be issued.
- Article 11. For students, who fail to complete their pursuit of Minors and waive the qualification accordingly, the Minor-pertinent subjects related to the majoring Departments may be recognized by the majoring Departments in accordance with their course plan and offset the graduation credits required by the majoring Departments.
- Article 12. Students, who fail to complete their pursuit of Minors, shall complete the waiver procedures by the end of the course-adding period during the graduating semester.
- Article 13. **The Regulations shall be announced and implemented after approval by the Academic Affairs Meeting.**

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