



Tunghai University Regulations for Minor Programs

Amended by Meeting of Academic Affairs on April 16, 2013

March 12, 2014 MOE Tai- Jiao-Gao-(2)- No. 1030023241Letter Approved for Future Reference

- Article 1. The Regulations are stipulated according to Article 28 of the University Act and Article 25 of the Enforcement Rules of the University Act.
- Article 2. Each department shall draft minor curricula and submit the curricula to the meeting of Academic Affairs for approval and set up minor programs. Minor courses shall be based on required subjects chart of the department, and twenty credits is required for the completion of such departments' specialized compulsory subjects.
- Article 3. In the event that partial courses of minor programs which should be taken are the same as that of the required courses of the major department, such courses shall be exempt from repeated taking, but other professional courses of the minor shall be taken instead; having completed all courses required by the minor and if the minor courses are different from the major, such courses shall be counted in selective graduate credits of major and limited to 12 credits
- Article 4. Students of each department may apply for minors from second half of the first academic year.
- Article 5. Students who apply for minors shall fill in an Application Form for Minor Programs at the Curriculum Office of the Office of Academic Affairs at the time prescribed according to the School calendar, and submit such application to the Director of the major department, Dean of the major College, Director of the minor department, Dean of the minor College and Dean of Academic Affairs, and select minor courses during the period of the semester's course add/drop after the approval.
- Article 6. A minor who failed to complete credits of major department which should be taken or minor course credits within the prescribed term of study may apply for an extension of study term to the limit of two years.
- Article 7. In case of need for opening minor classes additionally by the School, such minors shall make payment for credits after the course add/drop. Extending study term due to minor courses, if the number of credits is nine or less, the minor shall make payment for credits, if it is ten or more, the minor of Day Division shall make payment for full miscellaneous fees, while students of Bachelor's program of Extension Education shall pay tuition and fees.
- Article 8. Minors' course credits shall incorporate with those in major to be calculated, but may



not exceed the ceiling of prescribed number of the semester credits and if the failing credits have reached half or twothirds of the total number of the semester credits, it shall still be handled in accordance with the School Regulations.

Article 9. Students of minor programs unable to continue minor studies shall apply with the Curriculum Office for abandonment, the minor courses related to those of the major and having been completed may be deemed the selective courses of this Department after the approval of the Department Director, but the credits (miscellaneous) fee paid is non-refundable in any circumstances

Article 10. When a student of minors transfers to another school, his or her certificate of transfer or study shall be annotated titles of minors.

Article 11. Any student of minors who has completed and passed minor courses and credits required, his or her graduate list, academic record and graduation certificate shall be annotated titles of minors.

Article 12. The Regulations hereto shall be approved and implemented after the approval of the meeting of Academic Affairs and reported to the Ministry of Education for future reference.