

Regulations for Inter-University Course Registration at I-Shou University

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Amendments to the Regulations adopted by the University Administration Council on December 20, 2023, and promulgated with the consent from the President dated December 26, 2023

- Article 1 The Regulations for Inter-University Course Registration at I-Shou University (hereinafter referred to as “the Regulations”) are made by I-Shou University (hereinafter referred to as “the University”) pursuant to Article 28 of the University Act, Article 26 of the Enforcement Rules of the University Act, and Article 10 of the Academic Rules of I-Shou University.
- Article 2 The University allows inter-university course registration, encompassing courses offered by other universities and independent colleges. In principle, courses of an extension education nature are excluded.
- Article 3 Students of the University are permitted to register for courses offered by other universities, adhering to the principle of selecting subjects not offered by the University for the current semester. Notwithstanding the foregoing, super seniors and students applying for fulfilling compulsory military service while studying for a bachelor's degree may register for courses offered by other universities in the event

of scheduling conflicts or unforeseen circumstances preventing them from course registration. In that case, approval from both the chair of their department (the director of their program) and the Office of Academic Affairs is required.

Article 4 Students of the University may earn credits from other universities every semester, with a limit set at one-third of the total credits taken by them during that semester. Notwithstanding the foregoing, super seniors and students applying for fulfilling compulsory military service while studying for a bachelor's degree are exempt from the aforesaid limit, provided they have obtained the approval of the chair of their department (the director of their program) and the Office of Academic Affairs. Moreover, they shall still be subject to the credit limit imposed every semester.

Article 5 Students of the University who want to take courses offered by other universities shall, at least one week before the deadline for course add/drop of other universities, complete an application form provided by the University. The application form shall then be approved by the chair of their department (the director of their program) and submitted to the Curriculum Section and Registration Section of the Office of Academic Affairs for review. Upon approval by the Dean of Academic Affairs, students may proceed with the course registration process at other universities.

Article 6 Students of the University who have received approval for taking courses offered by other universities are considered having completed the course registration process. If, for any reason, they cannot finalize the inter-university course registration process at other universities, they shall apply for course withdrawal to the Curriculum Section of the Office of Academic Affairs within two weeks of the course add/drop period of other universities.

Article 7 Students of the University registering for courses at other universities shall adhere to the fee rules of those universities. In addition, the class schedule, including travel time to and from where courses are offered, shall not conflict with the schedule of courses taken at the University. Violators, once identified, will have the overlapping courses canceled.

Article 8 Students of other universities who want to take courses offered by the University shall obtain approval from their home universities. They shall fill out an application form provided by the University and shall be subject to the limit for the maximum number of students from other departments accepted by each department. The application period starts at the beginning of course registration and ends at the end of course add/drop, and late applications will not be considered. Also, students of other universities applying to take courses offered by the University shall pay credit

fees under the applicable regulations and rules of the University and based on the fee standards set by the Ministry of Education. If they choose to register for computer or language learning courses, an additional practice fee shall also be paid.

Article 9 Once students of other universities have completed the course registration process according to the applicable rules, they are not permitted to withdraw from courses or request a refund unless the course is canceled due to low enrollment. Within two weeks after course instructors submit semester grades every semester, the Office of Academic Affairs shall send the semester grades of students from other universities to their home universities for further processing. The grading process will be carried out according to the schedule announced by the University. Students of other universities taking courses offered by the University are not permitted to request an earlier submission of semester grades according to the schedule of their home universities.

Article 10 Matters not mentioned herein, if any, shall be subject to the applicable regulations and rules of the University.

Article 11 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.