

Regulations for Course Registration by International Exchange

Students and Visiting Students at I-Shou University

Adopted on August 29, 2007 at the first meeting of the University Academic Affairs in the first semester of the academic year 2007

Adopted on June 18, 2008 at the second meeting of the University Academic Council in the second semester of the academic year 2007

Amendments to the Regulations ratified and promulgated by the President on July 1, 2010

Amendments to the Regulations ratified and promulgated by the President on February 23, 2011

Amendments to the Regulations ratified and promulgated by the President on November 14, 2013

Amendments to Articles 5 and 6 ratified and promulgated by the President on April 25, 2014

Article 1 The Regulations for Course Registration by International Exchange Students and Visiting Students at I-Shou University (hereinafter referred to as the “Regulations”) are established to provide international exchange students and visiting students with practical assistance in course registration during their studying at I-Shou University (hereinafter referred to as the “University”).

The international exchange students and visiting students mentioned above, including those enrolled in undergraduate and postgraduate programs, are collectively referred to as students, unless stipulated otherwise.

Article 2 Undergraduate students are required to register courses offered by daytime undergraduate programs only, and they shall conduct course registration within the prescribed time upon the approval of the head of the department (institute) they belong to.

Article 3 Students are allowed to conduct alterations on courses they have registered once every semester, and the alterations shall be completed within three weeks of a new semester. Students shall check the list of registered courses after the course registration period and return it to the Office of Academic Affairs with his/her

signature as confirmation.

- Article 4 Students shall not register courses that have overlapped schedules. Students who have overlapped classes due to course rearrangements after a semester begins shall apply for course add/drop immediately with the written approval from the head of the department (institute) they belong to. For students who fail to complete the aforesaid procedure, courses with overlapped schedules shall be cancelled.
- Article 5 Postgraduate students shall obtain approval from their supervisors before registering courses, and those who haven't selected a supervisor shall ask for approval from the head of the department (institute) they belong to. The maximum number of credits postgraduate students can take every semester is 15, and the minimum number of credits exchange students and visiting students shall take every semester is 4 and 9, respectively.
- Article 6 The requirements on course registration for undergraduate students are as following: Exchange students and visiting students from mainland China shall take 16-25 and 18-25 credits every semester, respectively.
Students other than those mentioned above shall take 9-25 credits every semester.
Students shall conduct course addition within the prescribed time upon the receipt of a notification if the credits they have taken are less than the minimum number of credits required by the University.
- Article 7 Students applying for credit overload under special conditions shall submit an application and pay credit fees in accordance with applicable rules upon the approval of the University.
- Article 8 Students who have registered prerequisite courses shall fulfill the requirements set forth by respective departments (institutes) before taking subsequent courses. Prerequisite courses and the grading criteria shall be reviewed by the heads of respective departments (institutes).
- Article 9 Regarding coherent courses, students are required to fulfill the requirements of prerequisite courses before taking subsequent courses. Coherent courses and the grading criteria shall be reviewed by the heads of respective departments (institutes).
- Article 10 Students may apply for course withdrawal within the prescribed time in accordance with the Regulations for Application for Courses Withdrawal by Students at I-Shou University and submit the application to the head of the department (institute) they belong to for review if they are under special conditions to withdraw from a course during a semester.
- Article 11 A sick leave or personal leave taken by students for any reason and approved by the University will be considered absence with a proper reason. Leave without the prior

consent from the University will be considered absence without a proper reason.

Article 12 The University shall notify the home school a student studies of imposing punishments if he/she fails to conduct course registration in accordance with the Regulations.

Article 13 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 the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.