Kaohsiung Medical University (KMU)
Guidelines on Course Selection of Students

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Article 1 The Guidelines are formulated in accordance with Article 15 of the Regulations of KMU.

Article 2 Students should select courses in two stages: preliminary selection, and adding or dropping of courses. Preliminary selection should be performed before commencement of each semester; adding or dropping courses should be made in accordance with the announcement posted by KMU. Any adding or dropping courses should be completed before the expiration date by the announcement. Overdue application will not be accepted.

Article 3 Each student should select courses in each semester in accordance with the Notes for Course Selection and the time period of course selection announced by the Office of Academic Affairs.

Article 4 The selected courses of students are mainly the compulsory courses, selected courses, English Language course, Physical Education course and Military Training course offered by their respective departments or graduate institutes. All students cannot select these courses of other departments. But those undergraduates, who have time conflict between courses due to the need to retake a failed course or take a supplementary course, shall not be subject to this restriction.

Article 5 For students taking any courses offered by other departments or graduate institutes (groups), these courses shall be regarded as selected courses of their respective departments or graduate institutes.

If a student, who have time conflict between courses due to the need to take a double major or a minor course, retake a failed course or take a supplementary course, has to take a course offered by other department or graduate institutes (groups), the student has to put a tick correctly on the blanks of “Selected / Compulsory” and “Course Type.”

Article 6 After adding or dropping of courses ends, if the number of students of a course does not reach the lower limit, the course shall not be offered. The Office of Academic Affairs shall announce which courses shall not be offered. Those students originally selected these courses should go to the Office of Academic Affairs to change to select other courses within the time period announced.
Article 7  Students should not select any courses having time conflict with their original courses; otherwise, the academic result of the conflicting course shall be recorded as zero. However, if a department is under a special circumstance, the number of class sessions of a course having time conflict with another course should not exceed one-fourth of the total number of class sessions of the course. The department should apply for transfer of course in advance or obtain the teacher’s consent to make up the missed class sessions. Each department is allowed to have one course only in such special circumstance, but has to achieve advanced approval from the Office of Academic Affairs.

Article 8  Different departments and graduate institutes should help their students select courses. They should print out List of Selected Courses for each student within one week after adding or dropping of courses ends. After the students have confirmed no mistake and signed on the Lists of Selected Courses, these Lists are collected and forwarded to their class advisers, thesis or dissertation advisers and Department Chairs (Directors of Graduate Institutes) to obtain their consent, and to the Deans of Colleges for approval. Finally, these Lists of Selected Courses are returned to the Office of Academic Affairs to complete the course selection operation.

If a student selects other courses without following the specified procedures, the results and credits of these courses shall not be recognized.

Article 9  Restrictions are given to the number of credits to be taken per semester by undergraduates of different departments taking Bachelor Degree Program (except Two-Year In-Service Program). The 4th year undergraduates of different departments, the 5th year undergraduates of the College of Dental Medicine, the 5th and 6th year undergraduates of the College of Medicine, and the 3rd and 4th year post-baccalaureate undergraduates of the College of Medicine should take 9 credits minimum and 25 credits maximum in each semester. As for undergraduates of all other departments (except Two-Year In-Service Program), they should take 16 credits minimum and 25 credits maximum in each semester. The maximum courses to be taken by each postgraduate shall be fixed by the respective departments or graduate institutes, and clearly prescribed in their Tables of Course Credits.

The students taking Two-Year In-Service Program should take 9 credits minimum and 25 credits maximum in each semester, but should take no more than 9 credits in the last semester before graduation.

Depending on the circumstances, students of the various departments aforesaid and the Two-Year In-Service Program shall be approved to take courses and credits offered by other departments, but the number of credits of these extra courses shall not exceed one-third of the number of credits taken in the semester.

Students extending their study period and being temporarily rejected to take workshop practice or internship shall not be restricted by the minimum number of credits per semester.

Article 10  Students meeting one of the following requirements and obtaining consent from the Department Chair shall additionally take credits of one to two courses:
1. Obtained a GPA of above 80 in the previous semester.
2. Positioned the top 10% of the total students of the class in the department.
3. Taking double majors.
4. Taking credit degree program.
Article 11  The third-year postgraduates of Master or Doctoral Program intending to take credits (except thesis and dissertation) should pay credit fees additionally.

Article 12  If the curriculum is designed to have prerequisite courses, these prerequisite courses have to be taken and passed before taking postprerequisite courses.

Article 13  During the study period all KMU students of different departments should complete taking the required credits of General Education courses specified by General Education Center.

Article 14  If a student once took and passed a course, and then retakes a course having the same name or contents and nature, the credits and results of the retaken course shall not be counted.

Article 15  Selection of courses from any other universities should be proceeded in accordance with “Guidelines on Intercollegiate Course Selection.”

Article 16  Any details not specified herein shall be implemented in accordance with the related stipulations of the Ministry of Education and KMU.

Article 17  Having been approved at the academic affairs meeting, submitted to the President and achieving the President’s approval, these Guidelines are implemented from the date of announcement. Any amendments to the Guidelines shall also be processed in the same way.