

National Chengchi University Guidelines for Undergraduate Students Declaring Double Majors or Minors

Passed during the 532nd Administrative Meeting on March 22, 1995

Reviewed and filed by the Ministry of Education in Letter Tai-(1995)-Gao-Zi No.3117 on July 3, 1995

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Approved by the Ministry of Education in its Letter Tai-(1999)-Gao-(2)-Zi No. 8867242 dated June 16, 1999

Article 2, Paragraph 2 reviewed by the Ministry of Education in Letter Tai-(1999)-Gao-(2)-Zi No. 885541, dated July 30, 1999

Amendments passed during the 566th Administrative Meeting on May 17, 2000

Article 6, Paragraph 4 reviewed and filed by the Ministry of Education in Letter Tai-(2000)-Gao-(2)-Zi No. 89076615, on June 23, 2000

Amendments to Articles 1, 2 and 7 approved in the 580th Administrative Meeting on November 6, 2002

Reviewed and filed by the Ministry of Education in Letter Tai-(2002)-Gao-(2)-Zi No.91180798 dated December 2, 2002

Articles 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 14 and 15 were approved, the order of Articles 2 and 3 were changed, and Article 11 was removed in the 669th

Administrative Meeting on March 8, 2017

Approved by the Ministry of Education in its Letter Tai-Gao-(2)-Zi No. 1060087265 dated August 21, 2017

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Amendments passed during the 687th Administrative Meeting on December 2, 2020

Articles 2, 3, 4, 6, 7, 8, 9, 10,11, 12 and 13 were approved for reference by the Ministry of Education in its Letter No. Tai-Jiao-Gao-(2)-Zi No. 1100005991

dated February 5, 2021

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Articles 5,6,13,15 amended and approved by the 227th University Affairs Meeting, January 12, 2024

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- Article 1** These Guidelines are established according to Article 28 of the University Act and Article 38 of National Chengchi University (NCCU) University Regulations.
- Article 2** A student applying for a double major or minor should do so with the relevant departments by the required date in the second semester of the prior academic year according to the NCCU academic calendar. The standards and quotas for double major or minor applications are established by each department, approved by the corresponding college, and delivered to the Office of Academic Affairs for announcement. Each department will receive applications in each academic year according to the NCCU academic calendar, publish the list of approved applications, and deliver the list to the Office of Academic Affairs for registration.
- Article 3** Registered undergraduate students are entitled to apply for a double major or minor beginning from the second semester of their first year of study according to the NCCU academic calendar. Students who have deferred their graduation are not allowed to apply.
An application for a double major or minor by a student assigned by the University Entrance Committee for Mainland Chinese Students will be limited to departments with quotas for Mainland Chinese students approved by the Ministry of Education for the approved academic year.
- Article 4** Students may apply to at most one department for a double major; students may apply to at most two departments for minors.

If a student applies for both a double major and a minor in the same department and has been qualified for a double major by said department's review, then said student shall be accepted for a double major.

Article 5

Where students who are approved to undertake a double major do not relinquish their original double major qualifications and re-apply for a double major at a different department, if they are admitted after approval, they will automatically lose their original double major qualifications, and shall register in accordance with the newly approved double major.

Students who have been approved to undertake a minor shall re-apply for another minor after giving up their application qualification.

A transfer student who has the maximum number of allowed double majors or minors prior to transfer may apply to change the department of their primary major to the department of the double major or minor.

Article 6

Students taking a double major or minor shall follow the course requirements and credit regulations of the department in the approved academic year.

A student taking a double major shall obtain course credits from the required course list of the department of their double major. A minor student should complete the course credits required by the course list of the minor department.

The double major or minor course credits completed by a student may be counted towards the elective credits required for the degree in the department of the primary major with the exception of the provisions in Paragraph 6.

If the courses of the double major or the minor are related to the compulsory courses of the primary department or the common compulsory courses of NCCU and the course has been completed with a passing grade, then the credit transfer should be applied along with the application for the double faculty major or minor. The relevance of the courses will be recognized by each department of the double major or the minor in accordance with the NCCU Regulations for Credit Exemption and the relevant rules of each department.

If the aforementioned waiver of credits results in insufficient credits in the second major or the minor department, those credits should be fulfilled with other major credits with the approval of the department of the second major or minor.

If, after applying for the transfer of credit, the student is deemed to require to retake credits by the department of the double major or minor, and with the approval of the director of the original department to do so, then the

retaken courses will not be counted towards graduation credits.

The general elective courses that students have taken before obtaining double major or minor qualifications will still count toward the general course credits for graduation even if such courses are excluded by the double major or minor.

Article 7 Students who complete the required credits of their double major and meet other graduation requirements in accordance with the regulations of the primary major shall be awarded a double major degree. Students who complete the required credits of their minor department shall be awarded a minor degree.

If a student has not completed the compulsory course credits for the second major, or satisfied the criteria to graduate, but has completed the credits required for a minor, the student may be conferred qualifications for the minor.

Article 8 Each department shall open courses to meet the credit requirements of the double major or minor students. If the number of courses is insufficient to meet the credit requirements of other students, additional courses may be opened. Students will be charged credit fees for taking additionally opened courses.

A double major or minor student that has extended their years of study shall pay credit fees and other miscellaneous fees according to NCCU's annual fee collection standards.

Article 9 If a double major or minor student has completed the graduation credits of the department of the primary major within the term of study, but has not completed the credits of their double major or minor by the year of graduation, that student may apply to forgo the double major or minor before December 31 of the first semester or May 30 of the second semester, and thus be allowed to graduate. However, the student may not request that their diploma include the name of the double major or minor degree.

Article 10 A double major student who fails to complete the double major credits within the 2 maximum academic years of the deferral period is entitled to extend the deferral period by a maximum of one additional academic year. During the semester of their graduation, double major students that have earned all the required credits and met all the graduation requirements of their double major department while also meeting the requirements to get a minor at their primary major may apply to graduate from their double major department. The deadline for making such an application is the same as the aforementioned deadline for forgoing double majors or minors.

The aforementioned rule does not apply for students who transferred departments, transfer students, students admitted under the outlying-island admissions quota, and other students that are not allowed to transfer departments as stipulated in the admissions brochure.

- Article 11 If a student has taken courses for a double major or minor without approval of the double major or minor, said student will not be conferred a degree for the double major or a minor even if all the credits of the double major or minor have been completed upon graduation.
- Article 12 Once students forgo their double major or minor, they may not apply for proof of study at those departments.
- Article 13 Students may only apply for a double major or minor at another university if said university has signed double major or minor cooperation agreements with NCCU. Whether students qualify for a double major or minor is subject to the rules of the partner university, but students' duration of study and limit for declaring double majors or minors are subject to NCCU rules. Other matters shall be handled according to the rules of both universities and the cooperation agreement. Students from other universities who decide to undertake a double major or minor at NCCU shall obtain their relevant qualifications in accordance with NCCU regulations. Required course credits may be waived upon application; students may waive up to one-half of the required course credits of double majors or minors.
- Article 14 Any matters that are not addressed in these Guidelines will be governed by the NCCU University Regulations and relevant laws.
- Article 15 These regulations shall take effect upon review and acknowledgment by the Academic Affairs Council Meeting and University Affairs Meeting. The same shall apply to any subsequent amendments.