

# National Sun Yat-Sen University

## Double Major Studies Guidelines for Undergraduate Students

Modified and approved at the 74<sup>th</sup> meeting of academic affairs, December 24, 1997

Modified and approved at the 101<sup>st</sup> meeting of academic affairs, October 08, 2004

Filed for reference by Ministry of Education's Official Letter Tai-kao-(2)-tzu No.0930164272, December 10, 2004

Modified and approved at the 104<sup>th</sup> meeting of academic affairs, June 17, 2005

Filed for reference by Ministry of Education's Official Letter Tai-kao-(2)-tzu No.0940103814, August, 02, 2005

Modified and approved at the 107<sup>th</sup> meeting of academic affairs, March 10, 2006

Filed for reference by Ministry of Education's Official Letter Tai-kao-(2)-tzu No.0950113669, August, 03, 2006

- Article 1 The Guidelines are established according to **Article 28, Section 1** of the University Act.
- Article 2 An undergraduate student who has finished the course of the first academic year may apply for other courses of a different nature as double majors for his/her study from the second academic year to the first semester of the fourth academic year (extended study period not included) according to the administrative calendar of the university.
- Article 3 A student who transferred to the university may apply for other courses of a different nature as double majors for his/her study from the academic year next to the one in which he/she has finished the course of one academic year (extended study period not included).
- Article 4 A student who has taken any minor study for one academic year may apply for changing that minor study to one of the double majors from the next academic year (extended study period not included).
- Article 5 The criteria for approval of double major studies and the acceptable number of students for double major studies are determined by individual departments. After being accepted according to the administrative calendar of the university every academic year, the application will be sent to the chairman of the department concerned for consent, and forwarded to the dean of the related college for approval. The name list of the approved applicants will be sent to the Office of Academic Affairs for registration.
- Article 6 In addition to the obligatory courses of the original major with the minimum credits needed for the graduation, the student who takes double major studies must finish the courses of the second major with more than "40 credits", including all specialized obligatory courses and required credits. Otherwise, the student will not graduate with double major studies.
- Article 7 If an obligatory course, its name, and the credits of the original major are the same as those of the second major, they will be deemed as finished for the second major and no repeated study is needed.
- If an elective course of the original major that has been finished has the same name and credits as those of an obligatory course of the second major, they can be transferred to that obligatory course and its credits.

For the specialized obligatory courses of the original and second majors that have the same nature, the department of the second major may determine whether the course and its credits of the original major can be transferred to the course and credits of the second major.

Transfer of the credits is determined according to the “Credit Transfer Regulations of the University”.

- Article 8 For the double-major student who does not finish the courses nor obtain the credits required for the double major study, the chairman of the department for the original major may determine whether the courses, related to the original major, of the second major that have been finished and passed the test can be considered the elective courses of the original major.
- Article 9 For a double-major student who finishes all obligatory courses of the original major with the required minimum credits and does not finish all obligatory courses of the second major with required credits, he/she may graduate as a qualified second-major student if the requirements of relevant regulation are met.
- Article 10 For a double-major student who finishes all obligatory courses of the original major with the minimum credits required for the graduation within the specified and extended study period, and does not finish all obligatory courses of the second major with required credits, an extension of the schooling is allowed for one academic year.
- Article 11 For a student who takes double major studies, the grade of each academic year is calculated by combining the courses and credits of the original and second majors according to the academic policies of the university.
- Article 12 For a student who takes double major studies, the university must give additional lessons and charge fees for credit hours. A student who extends the study period for double major studies must pay for the credits less than 9 **credits** (incl.) or pay the full tuition and incidental fees for the credits more than 10 **credits** (incl.).
- Article 13 All English and Chinese transcripts, name lists of graduates, academic degree certificates and diplomas of the student who has finished the double major studies shall be marked with the name of the departments of both original and second majors.
- Article 14 The matters that are not covered by The Guidelines are subject to the University Act, its implementation bylaws and the academic policies of the university.
- Article 15 The Guidelines are approved at the meeting of academic affairs of the university and implemented after submitted to the Ministry of Education for reference. The same procedure is applicable to the amendment of the Guidelines.

(These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.)