

Course selection guidance for students -Institute of Cross-Cultural Studies, Fu Jen Catholic University

(These Guidance are reviewed and approved by Administrative meetings)

Article-01

In accordance with the provisions of Article 18 of the “Course Selection Regulations for Fu Jen Catholic University Students”, the “Course Selection Counseling Regulations for Students of the Institute of Cross-Cultural Studies, Fu Jen Catholic University” is formulated.

Article-02

Our school takes students as the main subjects of learning. With the help of teachers, we help students select courses and help them plan and study various courses according to their professional needs and personal interests to facilitate the development of their studies and research.

Article-03

Our institute will assist students in course selection through the following channels:

1. Freshman Symposium: Before the start of each academic year, freshmen, seniors, teachers and graduates are invited to attend the meeting to introduce the educational purpose, goals, curriculum structure and characteristics.
2. Study Instructions: The secretary of the institute will gather information such as the required elective subject list, study rules, school, college, and department course selection instructions for freshmen entering the current academic year, and will focus on it during the freshman seminar. The “Student Area” of the institute’s website announces information related to study instructions to facilitate students’ enquiries.
3. Course opening demand survey: After the start of the second semester to mid-March, students can fill out the “Course Demand Survey Form” (master’s classes must have more than 5 students, doctoral classes must have more than 3 students) and provide it to the curriculum committee for the next academic year for Course planning discussion.
4. Application for “Independent Research” in the doctoral class : After the start of each semester, qualified doctoral students can fill out the “Application Form” (more than 2 people must take the elective) for discussion by the curriculum committee on the course planning for the next academic year.
5. Course pre-selection: Each semester, pre-selection of courses for the next semester will be carried out according to the school’s pre-selection schedule.
6. Graduation credit verification: When graduate students apply for the dissertation oral examination, they submit their transcripts over the past years, and the institute secretary will assist in verification of graduation credits.

Article- 04

Teachers (including tutors and institute secretaries) provide guidance on course selection, including:

- 1 Course planning and determination (course selection should be based on career planning, interests, employment, further education and ambitions, etc.).
- 2 Number of credits for elective courses.
- 3 Re-arrange the make-up courses.
- 4 Remind students to complete various graduation requirements in a timely manner.
- 5 Assist students to solve other problems related to course selection.

Article -05

At the beginning of each semester's course selection, the department secretary will remind the students about the course selection schedule. Students should make course selections and confirm the "course list" in accordance with the school's regulations.

Article-06

These regulations shall be reviewed and approved by the Curriculum Committee at all levels, and promulgated for implementation after being approved by the Academic Council. The same applies when amended.