Regulations for Cross-Registration, Fu Jen Catholic University

Approved for Amendment by the Ministry of Education in reference to document Tai-kao-(erh)-tzu-1010237365

on December 20, 2012

Article 1

To meet the demand of student course registry and to promote academic exchanges, the University formulates the Regulations for Cross-Registration, Fu Jen Catholic University (hereafter referred to as the Regulations) in accordance with the Fu Jen Catholic University Academic Policies.

Article 2
The Regulations are applicable to students enrolled at Fu Jen to take courses at other universities or those from other universities to take courses at Fu Jen Catholic University.

Article 3

Students enrolled at Fu Jen are permitted to cross register when the course is not offered at Fu Jen. Due to the special nature of the program, SOCE students can only cross-register at other universities when he/she expects to graduate at the end of that particular semester and the said course is not offered at Fu Jen but is a graduation requirement

Article 4

Number of courses cross-registered at other universities should not exceed 1/3 of the total credits students register for the semester. Regulations for students in the masters’ program or doctoral programs shall be decidedly separately by the graduate programs.

Article 5

Students who apply for cross-registration should have the approval of the university they plan to take course first; they should complete the application form, get the approval of the chair, and have it approved by the Curriculum Division of Academic Affairs Office a week before the application date. Students who meet the requirements can proceed with cross-registration at other universities with the approval issued by the university. If other universities have different rules, they should be followed accordingly.

Article 6

Students from other university who cross-register at Fu Jen should pay credit fees according to rules of the University. When they take computer or language lab courses, additional fees should be paid for lab; when they take individual classes, fees should be paid according to practical need.

Article 7

Students who cross-register should pay fees following the regulations of the university where they cross-register. The time of class (including time needed for transportation) should not conflict with course schedule of other courses taken. When time conflicts in course schedule are verified, students will receive 0 as score of the course. After the cross-registration is approved, students need to report to the Curriculum Division of Academic Affairs if they decide to suspend the course or when the course is not offered.

Article 8

Students from other university who cross-register course at Fu Jen should have the approval of the Chair of the department/program, fill out the form and complete the registration procedures before the due date. Late application will not be accepted.

Article 9

The rules for course registry, requirement, grading policies of the university which offers the course cross-registered should be followed.

Article 10

For official recording, hard copies of final grades report of Fu Jen students who cross-register should be submitted by the Office of Academic Affairs of the University where they cross-register within two weeks after the semester ends.

Article 11

Students who complete cross-registration cannot request for withdraw nor refund unless the course is not offered. By the end of the semester, the Registry of the Office of Academic Affairs should submit the final grade report to the students’ university for official recording.

Article 12

Issues that are not covered in the Regulations will be examined and handled in accordance with the Fu Jen Catholic University Academic Policies and related regulations.

Article 13

To take effect, these Regulations must be passed by the Academic Affairs Council and promulgated and implemented upon approval by the President. They will also be presented to the Ministry of Education for reference. Amendments shall undergo the same procedures to become effective.