

Guidelines for Pursuing Minor Fields of Study

Wenzao Ursuline University of Languages

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Ratified by document Tai Jiao Ji (4) Zi No. 1142300188 on January 23, 2025

- Article I. Article I. These Guidelines have been formulated according to the University Act and the Degree Conferral Law.
- Article II. **Undergraduate students in four-year programs may apply for a minor program starting from the second semester of their first year. Students in two-year programs may apply from the time of enrollment until the end of the first semester of their final academic year, excluding any extended study periods. Applications must be submitted within the timeframe announced by the Registration Division of the Office of Academic Affairs (or the Academic Affairs Division for the Continuing Education Program). Late applications will not be accepted.**
- Article III. Regulations concerning the number of credits that students must take for a minor field of study and other related matters are established by individual departments. The minimum number of credits is 20.
- Article IV. Grades for students pursuing a minor field of study are calculated with the grades for both major and minor courses together. Matters related to the maximum number of credits per semester and in cases where the credits failed amount to 2/3 of the ones registered for are dealt with according to pertinent stipulations in the University Academic Policies.

- Article V. Students pursuing a minor field of study who cannot complete all their required courses within the prescribed time for degree completion may prolong their studies for a maximum of two years. 【Pending approval for record filing.】
- Article VI. Students pursuing a minor field of study who cannot continue their studies should submit a request in writing to their minor department between the end of the current semester and the end of the add/drop period of the following semester. Credits earned can be counted as general elective credits after ratification by the head of the department in which students are pursuing their major field of study.
- Article VII. Credits earned from a minor program are included in the calculation of the major program. Additional credit fees are charged in accordance with the "Wenzao Ursuline University of Languages Course Selection Regulations."
- Article VIII. Students who complete required courses and credits for a minor field of study with passing marks will have their minor field of study recorded on the list of graduates, their cumulative transcripts and their diplomas.
- Article IX. Students who were pursuing minor fields of study at other institutions and wish to continue doing so after transferring to Wenzao must submit new applications.
- Article X. Matters not specified in these Guidelines shall be resolved according to other related regulations.
- Article XI. These Guidelines become effective after approval by the Academic Affairs Committee and ratified by the President. and submission to the Ministry of Education for future reference. Amendments must follow the same procedure.