

Course Selection Guidelines for Students of the Department of Applied Chinese Language at Kainan University

September 30, 2020: Approved in the 3rd Departmental Meeting

February 8, 2023: Approved in the 19th Departmental Meeting

1. The Department of Applied Chinese Language at Kainan University (hereinafter referred to as the Department) has established these guidelines to assist students in course selection, following the "Course Selection Guidelines for Kainan University Students."
2. The courses taken by students in the Department include General Education courses, mandatory Departmental courses, required elective modules, elective Departmental courses, and free elective courses. Details can be found in the Department's curriculum regulations for each academic year.
3. Credit and course requirements for course selection: Undergraduate students in the first, second, and third years are required to take a minimum of 15 credits per semester. Fourth-year students must take a minimum of 9 credits per semester. No semester should exceed 25 credits. Students with an academic average of 75 or above in the previous semester or with special circumstances, subject to department approval, may take up to 6 extra credits in the current semester.
4. Taking higher-level courses in lower years:
 - (1) Mandatory departmental courses: Students must complete courses in the specified sequence and may not skip courses. Exceptional students eligible for early graduation (as per the university's regulations for exceptional academic performance), students pursuing a minor or double major, or students participating in an exchange program at a foreign university may apply to take higher-level mandatory departmental courses. They can apply to take up to two higher-level courses, subject to approval from the academic advisor and department chair.
 - (2) Required elective modules: Students must complete courses in the specified sequence and may not skip courses. Exceptional students eligible for early graduation, students pursuing a minor or double major, or students participating in an exchange program at a foreign university may apply to take higher-level required elective module courses. They can apply to take up to two higher-level

courses, subject to department chair approval.

5. Departmental elective courses: Students must complete the "Kainan University Student Course Selection and Counseling Record" and the "Application for Course Correction in the Department of Applied Chinese Language" forms. In principle, departmental elective courses can span one academic year (e.g., from the first to the second year). If a student wants to cross two or more academic years, they must obtain approval from the department's academic affairs meeting.

6. Students in the Department must enroll in mandatory courses for the current semester.

7. Guidelines for retaking and making up courses:

(1) For students taking a course for the first time, they must retake the course in the same class and may not arbitrarily change classes. If a course that was initially taken clashes with a mandatory retake course, students may apply to take the course in another department.

(2) Regarding retaking mandatory departmental courses, students are advised to retake the course within the Department. For retaking General Education courses, there are no specific restrictions.

8. Students repeating courses with the same course title (regardless of whether the instructor is the same) will not have their repeated coursework recognized in terms of grades or credits.

9. During the transition period between the old and new curriculum, course modifications and replacement regulations will be determined based on the "Comparison Table for Closed Mandatory Courses." For courses not specified in the regulations, students must fill out the "Kainan University Student Course Selection and Counseling Record" form and obtain approval from the department's academic affairs meeting before they can enroll.

10. These guidelines will be implemented following approval by the Department's academic affairs meeting and will be subject to amendments in the same manner.