

**AFFILIATED COLLEGE OF CONTINUING EDUCATION,
AFFILIATED JUNIOR COLLEGE OF CONTINUING EDUCATION
MINHSIN UNIVERSITY OF SCIENCE AND TECHNOLOGY ("University")
REGULATIONS FOR AMENDING SUBJECTS ("Regulations")**

Amended by School Affairs Council dated 8 December 2004

Amended by School Affairs Council dated 14 April 2010

1. All amendments to the selected subjects must be done within the prescribed time period, failing which it will not be accepted. Manual amendments may be done in case of any special circumstances once submitted and approved by the authority.
2. To add subjects online, please refer to "Online Subject Selection Key Point".
3. In principle, subjects selected online need not to complete further forms, but if manual operation is required, the procedure is as follow:
 - (1) Select appropriate timetable.
 - (2) Collect amendment forms from Department Administration Assistance or Education Affairs Offices.
 - (3) Complete the forms in detail
 - (4) Amend it in accordance with procedures set out in the forms
4. Please refer to University's Constitution for maximum and minimum credits each semester.
5. Save for other Department rules, inter-Departments credits may not exceed 1/3 of the total credit, all credits exceeding the restriction will not be included in the calculation.
6. Student may only select one class per subject, if students selected two classes or complete two forms for one subject; marks for such subject will not be calculated.
7. The schedule for the selected subjects may not be conflict each other, failing which marks for such subject will not be calculated.
8. After Starting the semester, student should be check in to the teachers and study in the class.
9. Number of students allowed for the class is dependent on capacity of the classrooms.
10. If there are conflicts of timetables for student who Department or is postgraduate, students may select compulsory subjects and another class under same degree but with different timetable, subject to its availability.
11. Once approved by Academic Affairs Council, this Regulation must be reviewed by the Principle to be published and implemented. Same principle applies in case of amendment to this Regulation.