

Fu Jen Catholic University

Graduate Institute of Applied Science and Engineering

Regulations Governing Course Selection Guidance

Approved by the 2nd Academic Affairs Council of the 2011 academic year on April 26, 2012

1. The Fu Jen Catholic University Graduate Institute of Applied Science and Engineering Regulations Governing Course Selection Guidance have been established in accordance with Article 18 of the Fu Jen Catholic University Regulations Governing Course Selection and Registration.
2. Course selection guidance for doctoral students is the responsibility of their thesis advisor. Under the guidance of the thesis advisor, students should complete the Course Selection Proposal (see Attachment I).
3. Doctoral students should understand the course structure and academic rules during the Doctoral New Student Seminar or Special Topics Discussion, and fill out the Semester Course Selection Proposal before the start of each semester (see Attachment II).
4. Before the oral qualification examination, a Thesis Advisory and Review Committee shall be established, and the convener of this committee shall review the examinee's course selection history and subjects.
5. When the thesis advisor or the Thesis Advisory and Review Committee provides guidance on course selection or other related matters, the PhD Student Counseling Report form may be used to record matters related to the student's course enrollment and to implement immediate enhanced counseling measures (see Attachment III).
6. These measures will be announced and implemented following approval by the Academic Affairs Council and the University President. The same applies to any amendments.

Technical English Writing 【3 credits】																		
Qualifying examination	Written exam (1)																	
	Written exam (2)																	
	Written exam (3)																	
	Oral exam																	

Student: _____ (signature)

Advisor: _____ (signature)

Institute Director: _____ (signature)

(Attachment II)

Graduate Institute of Applied Science and Engineering
___Year___Semester
Semester Course Selection Proposal

Name	Student ID	Field
Required	<input type="checkbox"/> Special Topics Discussion <input type="checkbox"/> Special Topics Research - _____ (topic) 【Chinese + English course name & course outline】 <input type="checkbox"/> Thesis	
Elective	Specialized field	<input type="checkbox"/> New course _____ (course name) 【Chinese + English course name & course outline】 Requires a minimum of 2 participants <input type="checkbox"/> Joint Master' s and PhD Program _____ (course name)
	Non-specialized field	<input type="checkbox"/> Management of Technology 【Second semester only】 <input type="checkbox"/> Other _____ (course name) 【Requires course accreditation application】
English Technical Writing	<input type="checkbox"/> Enrolled 【First semester only】	

Student: _____ (signature)

Advisor: _____ (signature)

※Students should submit this form to the institute's office prior to the start of the semester to confirm completion of classes for that semester.

(Attachment III)

Graduate Institute of Applied Science and Engineering PhD Student Counseling Record Form

Student information	Name	Student ID	Field
Year		Date/Time	
Advisor			
Counseling content	<input type="checkbox"/> Course selection & enrollment related matters <input type="checkbox"/> Qualification examinations <input type="checkbox"/> Academic conference attendance _____(times) <input type="checkbox"/> Number of journal articles <input type="checkbox"/> SCI ____ (articles) <input type="checkbox"/> EI ____ (articles) <input type="checkbox"/> Other__ (articles) <input type="checkbox"/> Research progress <input type="checkbox"/> Other:		
Student signature	Advisor signature	Institute Director signature	