

NKUHT Language Center

Four-year College 'Second Foreign Language Course' Rules & SOP

1. Add Course (for Four-year Students)

- (1) The Language Center arranges classes according to the results of a questionnaire given to students the semester before second foreign language classes open. Please choose your preferred second language course through the school Registrar System during the add/drop courses period.
- (2) Students should sign up for a course that is offered to their department (college). In principle, students should only sign up for one language course so as not to occupy the place of a student who needs the class to fulfill their second language requirement.
- (3) For students admitted to the Four-Year Day Division in Academic Year 2024 and thereafter, and the Four-Year Continuing Education Division in Academic Year 2026 and thereafter, **"Second Foreign Language (II)" will no longer be offered**. Instead, **Practical Japanese, Practical Spanish, Practical Korean, and Practical French** courses will be offered under the **General Education curriculum for senior students in the four-year program**. Students may enroll in these courses voluntarily, and upon successful completion, the credits will be counted toward the **General Education Liberal Arts domain**.
- (4) For students admitted to the Four-Year Day Division in Academic Year 2023 and earlier, and the Four-Year Continuing Education Division in Academic Year 2025 and earlier, credits will only be recognized if the **same language** is taken in both semesters. For example, if a student takes French in the first semester, they must also take French in the second semester.

2. Waive Course

- (1) Waive Requirements: Students may waive second foreign language courses if they have passed an externally recognized foreign language examination. For waiver standards, please see the 'Second Foreign Language Credit Waiver Standards (Table)' (Language Center webpage/Administration).
- (2) Application Time: Students applying for credit waiver should apply to the Language Center with an original copy and a duplicate photocopy of a language competence certificate pertaining to the second foreign language course **within the first day of Second Foreign Language classes of their first semester through the first week of their second semester**. All late applications will not be accepted.
- (3) How to apply:
 - A. Please download and fill out the 'NKUHT Second Language Credit Waiver Application Form' document (Language Center webpage/Downloads).
 - B. Bring the Application Form and original (and duplicate) copy of your language proficiency score to the Language Center (H102).
 - C. The Language Center will examine applicants' eligibility and submit a list of eligible names to the Academic Affairs Office.
- (4) Download the related documents:
 - Language Center webpage/Downloads/'Rules for Academic Credit Waiver for 4-Year College General Education Second Foreign Language Courses' & 'Second Foreign Language Credit Waiver Standards (Table)'
 - Language Center webpage/Downloads/'NKUHT Second Language Credit Waiver Application Form'

3. Retake Course

- (1) For students admitted to the Four-Year Day Division in Academic Year 2023 and earlier, and the Four-Year Continuing Education Division in Academic Year 2025 and earlier, any failed Second Foreign Language course must be retaken in the same language, and the courses taken in both semesters must be of the same language.
- (2) In order to maintain the quality of learning, **you may only join a class that is not full**.
- (3) Application Time: During the add/drop period of the semester.
- (4) How to Apply:
 - A. Download and fill out an 'Add/Drop Course Form' from the Academic Affairs Office.
 - B. Bring the 'Add/Drop Course Form' to the Language Center H102. The Assistant will add you to the appropriate class after checking class availability.
 - C. Signatures: The 'Add/Drop Course Form' should be signed, in order, by your 2nd Foreign Language Class teacher → Language Center Director → GE Center Director → Academic Affairs Office
- (5) Attention:
 - A. Please come to Language Center (H102) from 8:00 AM to 5:00 PM during the add/drop period. The Language Center will be closed from 12:00 PM to 12:30 PM for lunch break.
 - B. **The application steps must be completed during the add/drop period.**

4. For FAQ, please see: Language Center webpage/Downloads/'NKUHT Language Center Courses Q&A'