

# National Taipei University of Technology

## Academic Policy

- Referenced by Ministry of Education via official letter Tai (1997) Ji (4) Tzu 87075792, July 9, 1998.
- Referenced by Ministry of Education via official letter Tai (2001) Ji (4) Tzu 90099834, July 18, 2001.
- Referenced by Ministry of Education via official letter Tai (2002) Ji (4) Tzu 91090842, July 1, 2002.
- Referenced by Ministry of Education via official letter Tai Ji (4) Tzu 0920167834, November 13, 2003.
- Referenced by Ministry of Education via official letter Tai Ji (4) Tzu 0940148728, November 1, 2005.
- Referenced by Ministry of Education via official letter Tai Ji (4) Tzu 0950116167, August 7, 2006.
- Referenced by Ministry of Education via official letter Tai Ji (4) Tzu 0960166497, October 31, 2007.
- Referenced by Ministry of Education via official letter Tai Ji (4) Tzu 0970264300, December 29, 2008.
- Referenced by Ministry of Education via official letter Tai Ji (4) Tzu 0980149741, September 8, 2009.
- Referenced by Ministry of Education via official letter Tai Ji (4) Tzu 0990127415, August 2, 2010.
- Referenced by Ministry of Education via official letter Tai Ji (4) Tzu 1000015649, January 27, 2011.
- Referenced by Ministry of Education via official letter Tai Ji (4) Tzu 1010014239, January 31, 2012.
- Approved by the University Council at its 2nd meeting, spring semester, May 29, 2012.
- Referenced by Ministry of Education via official letter Tai Ji (4) Tzu 1010168075, September 7, 2012.
- Approved by the University Council at its 2nd meeting, spring semester, May 28, 2013.
- Referenced by Ministry of Education via official letter Tai Chiao Ji (4) Tzu 1020118320, August 7, 2013.
- Approved by the University Council at its 1st meeting, fall semester, January 14, 2014.
- Referenced by Ministry of Education via official letter Tai Chiao Ji (4) Tzu 1030010768, January 29, 2014.
- Approved by the University Council at its 2nd meeting, spring semester, May 27, 2014.
- Referenced by Ministry of Education via official letter Tai Chiao Ji (4) Tzu 1030097181, July 11, 2014.
- Approved by the University Council at its 2nd meeting, spring semester, June 2, 2015.
- Referenced by Ministry of Education via official letter Tai Chiao Ji (4) Tzu 1040081092, June 17, 2015.
- Article 43-1, 107-1, 108, 119, 120, and 121 amended and approved by the University Council, December 29, 2015.
- Referenced by Ministry of Education via official letter Tai Chiao Ji (4) Tzu 1050008607, February 1, 2016.
- Article 15, 20, 22, 26, 37, 43, and 107 amended and approved by the University Council, May 16, 2017.
- Referenced by Ministry of Education via official letter Tai Chiao Ji (4) Tzu 1060090784, June 23, 2017.
- Article 7-1, 97, and 122 amended and approved by the University Council, August 15, 2017.
- Referenced by Ministry of Education via official letter Tai Chiao Ji (4) Tzu 1060153628, November 3, 2017.
- Amended and Approved by the University Council at its 2nd meeting, spring semester, May 15, 2018.
- Referenced by Ministry of Education via official letter Tai Chiao Ji (4) Tzu 1070111978, July 13, 2018.
- Approved by the University Council at its 2nd meeting, spring semester, May 28, 2019.
- Referenced by Ministry of Education via official letter Tai Chiao Ji (4) Tzu 1080106765, July 29, 2019.
- Approved by the University Council at its 1st meeting, fall semester, December 3, 2019.
- Referenced by Ministry of Education via official letter Tai Chiao Ji (4) Tzu 1080190146, January 14, 2020.
- Approved by the University Council at its 2nd meeting, spring semester, May 26, 2020.
- Referenced by Ministry of Education via official letter Tai Chiao Ji (4) Tzu 1090090005, July 6, 2020.
- Approved by the University Council at its 1st meeting, fall semester, December 8, 2020.
- Referenced by Ministry of Education via official letter Tai Chiao Ji (4) Tzu 1090188510, February 1, 2021.
- Amended and Approved by the University Council at its 2nd meeting, spring semester, May 25, 2021.
- Referenced by Ministry of Education via official letter Tai Chiao Ji (4) Tzu 1100095887, September 2, 2021.

### Title 1 General Provision

- Article 1 The University creates this Academic Policy pursuant to the University Act, Enforcement Rules of the University Act, Junior College Act, Enforcement Rules of the Junior College Act, Degree Conferral Law, Enforcement Rules of Degree Conferral Law, and relevant regulations.

## **Title 2 Undergraduate School**

### **Chapter 1 Admission**

Article 2 At the beginning of each academic year, the University offers entrance exams for year one of all departments in the four-year college, and year one of all departments in the two-year college. Admission process is subject to a separate policy.

Article 3 Whoever qualifies any of the following criteria may be admitted to year one of the four-year college of the University after passing the entrance exam:

1. Has graduated from a public or accredited private technical high school (including the professional programs affiliated with regular high school).
2. Has completed the subsidiary education programs of a public or accredited private technical high school, and received the certificate of qualification issued by the education administration authority.
3. Has completed the subsidiary vocational education programs of the vocational programs affiliated with a public or accredited private technical high school, and received the certificate of qualification issued by the education administration authority.
4. Holds the certificate of graduation of a foreign vocational high school certified by an R.O.C. overseas mission.
5. Is a PRC citizen and has registered the domicile in Taiwan, and held the certificate of graduation of a PRC vocational high school certified by the Straits Exchange Foundation, and the education administration authority.
6. Has graduated from a public or accredited private regular or general high school.
7. Has met the criteria of taking the academic equivalency tests.

Article 4 Whoever qualifies any of the following criteria may be admitted to year one of the two-year college of the University after passing the entrance exam.

1. Has graduated from a public or accredited private junior college or higher educational institutions.
2. Has completed the subsidiary education programs of a public or accredited private junior college, and received the certificate of qualification issued by the education administration authority.
3. Has graduated from a foreign junior college or higher educational institution which meets the recognition requirements of the Ministry of Education.

4. Holds the certificate of qualification of senior qualification or level-3 specialization test coordinated by the Examination Yuan.
5. Has met the criteria of taking the academic equivalency tests.

Article 5 The University may admit students from foreign countries according to the regulations of the Ministry of Education and a separate school policy.

Article 5-1 The University cooperates with foreign universities and colleges to offer the joint degree programs to students according to the regulations of the Ministry of Education and a separate school policy.

Article 6 Admitted students shall visit the University to finish the enrollment processes on the specified day, and submit valid degree (education) certificates. Students who are unable to visit the campus on that day due to severe illness or special accident shall submit the proof and apply for leave in advance. Admission will be cancelled if the absence is not approved or the process is not finished after the deadline.

Students who fail to submit their degree (education) certificates on that day may enroll first upon the University's approval, but shall hand in the missing document within the specified time. Admission will be cancelled if the process is not finished after the deadline, or the verification fails.

Article 7 Before visiting the University for the enrollment processes, freshmen and transfer students who have any of the following situations may submit relevant supporting documents, and request to defer the admission to the academic year following the end of such reason without any payment :

1. Have been diagnosed with severe illness that requires long-term treatment and rest, subject to the certificate of diagnosis by a regional or higher hospital contracted with the National Health Insurance Administration; the deferral shall not exceed one year.
2. Have been enlisted, subject to the certificate of enlistment; the deferral will remain effective until the fulfillment of the military service.
3. Are pregnant, have given birth, or are raising kid(s) under three years old, subject to relevant proofs; the deferral shall be granted for one year, and may be extended upon application.
4. Under straitened circumstances and have the low-income family proof provided by Township or District Offices. The deferral shall not exceed one year.

Article 7-1 (Deleted)

Article 8 (Deleted)

Article 9 If any freshman or transfer student has cheated on the entrance exam, or the admission or degree (education) certificate is proved to be fake, borrowed, or altered, the admission will be cancelled; in such case, current students will be expelled without given any certificate of studies, and graduated students will be revoked their graduation qualification and degree certificate.

## **Chapter 2 Tuition Payment, Enrollment, Course Selection**

Article 10 Students shall pay the fees and complete the course selection to finish the enrollment processes within the time specified by the University. Failure to finish the enrollment processes or apply for leave of absence will result in expulsion with no exception.

Payment of tuition fees, refunds, and student course selection policy are prescribed separately.

Article 11 Students who apply for leave of absence or drop out after the enrollment process shall be refunded their fees according to the regulations of the Ministry of Education.

Article 12 Draftees and students who have served the conscription shall submit relevant certificates in the first semester, or by the deadline of the freshman enrollment according to the University's "Guidelines for Student Conscription Requirements and Deferral."

Article 13 Students shall select their courses according to the University's procedures and the course selection schedule published for that semester. No late application will be accepted.

No credit from taking a course with the same title as the one that has been successfully completed or substituted/waived will be recognized for the graduation units requirements.

Students may enroll in the cross school curriculum subject to relevant regulations and processes. Cross school course selection is subject to separate procedures.

Article 14 Students may apply to study all kinds of programs and curricula subject to relevant regulations separately prescribed.

Article 15 The maximum enrollment allowed for students per semester is 25 credit units. Freshmen, sophomores, and junior students shall enroll in at least 16 credit units, and senior students shall enroll in at least 9 credit units. Students who delay their graduation shall enroll in at least one course per semester.

Foreign students admitted pursuant to the University's "Admission Policy for Foreign Students" shall enroll in at least 12 credit units per semester. High performance athlete

students qualified for the requirements by the Ministry of Education. Skillful students admitted through the guaranteed admission, and recommendation and review process shall enroll in at least 6 credit units per semester.

Credits earned from all kinds of programs, national defense education, and physical education will also be recognized for the foregoing credit unit requirements.

The student who only takes the field practicing courses at any semester or in any school year may be exempted from the limit of credits referred to in Paragraph 1 and Paragraph 2 herein.

Students whose academic scores in the previous semester rank the top 20% among the student body of that department/section in that grade may enroll in one to two additional courses subject to the approval of the Head of Department (Class) in the following semester, and may enroll in the mandatory/selective courses for later year of study in their or other department/section.

Any student who encounters a special circumstance shall submit complete proofs, and may reduce 3 to 6 credit units required for each semester subject to the consent of the Head of Department (Class), and the Dean of Academic Affairs. However, the minimum enrollment for freshmen, sophomores, and junior students shall be 9 credit units.

Senior students who have fulfilled the curriculum and credit unit requirements for graduation may lower the credit unit requirements upon the consent of the Head of Department; they shall, however, enroll in at least one course in each semester.

Article 16 Students who fail to complete the course adding process for any course will not earn the credit unit for the added course; the score of any course that is not dropped properly in the course dropping process will be deemed as zero. No student may enroll in more or less credit units than as prescribed per semester due to adding or dropping courses.

Article 17 Full-year curriculum must be taken according to the prescribed course order.

Students are not allowed to enroll in courses with schedule conflict. Otherwise, their enrollment in all courses conflicted in schedule will be cancelled.

### **Chapter 3 Years of Studies, Credit Units, Scores**

Article 18 The University adopts the system of academic years and credit units. The years of study shall not exceed 4 years, with at least 128 credit units fulfilled in all departments of the four-year college; and 2 years with at least 72 credit units fulfilled in all departments of

the two-year college. The years of study do not include the retainment of student status and drop-out semesters, and may extend from one to two years based on requirements of different colleges. Each department may increase the required total credit units as necessary upon the resolution of the curriculum committee. Students enrolled in the Teacher Education Program shall at least fulfill 26 credit units in addition to the foregoing unit requirements. Qualified pre-service teachers through audition shall fulfill at least 28 credit units of the Teacher Education Program starting from the Academic Year of 2019. Students enrolled in other programs are subject to the enforcement regulations with respect to the credit unit requirements and years of studies.

Article 18-1 Undergraduate freshmen who have graduated from schools of the kind at the level equivalent to the second year of domestic high school overseas or in Hong Kong or Macau (and have not left the school for more than 2 years, or is not admitted based on the course completion scores in the preparatory school for overseas Taiwanese students), and admitted under the academic equivalency program shall be subject to a higher number of graduation units, or an extended years of studies. The additional credit units shall be not less than the minimum prescribed by the Ministry of Education. The curriculum requirements shall be specified by respective departments.

Foregoing students who are unable to complete all required credit units during the extended years of studies may extend their studies for another one academic year.

Article 19 If new students have passed the courses and got the credits which can be waived or placed to a higher level, they should submit the application in two weeks after the commencement of the first or second semester in their first academic year, according to the “Policy on Course Credit Substitutions and Waivers.”

Article 19-1 Actual credit waive is processed by each department. The total waived credits cannot exceed half of the lowest graduation credits. Waives of credits from Extension Center of colleges or above before admission are administered according to Academic or related regulations. The credits from Taipei Tech after waive shall not be less than half of the graduation units and less than a year. Credits waived by Students Entrance Examination are not allowed to be waived again.

Article 20 Students who are unable to complete all required credit units during their years of studies may extend the year of studies up to two additional academic years. One academic year extension is permitted through individual application due to the requirements of physical conditions or learning necessities. Students who enroll in

different programs shall have the same number of years of studies as other regular students. Double majored students may extend their years of studies according to the University's double major policy.

Students who are pregnant, give birth, or are raising kid(s) under three years old may extend the year of studies as necessary.

Students who have the disability card (handbook), been assessed as eligible for disabled student placement by the Committee Responsible for Identification and Placement of Gifted and Disabled Students of county (city) government may extend the years of studies up to four additional academic years as required for their physical and mental condition, as well as learning needs.

Skillful students admitted through the guaranteed admission, and recommendation and review process may extend the years of studies up to four additional academic years as required for their learning needs.

Students of joint degree programs who have studied abroad may extend the years of studies up to three additional academic years as required for their learning needs.

International students who apply for the extension of study period and have scholarships have to abide by the rules during the period of the scholarship.

Article 21 For each course, 18 credit hours of class lecture will make one unit. For internships and experiments, 36 hours or 54 hours of class lecture will make one unit. Off-campus internships and practice research will be subject to a separate curriculum guidelines.

Article 22 The first-year national defense education and military training is a mandatory course with zero credit units. Freshman, sophomore, and junior students enrolled before (including) September 2019 are required to take physical education, a non credit course. Successful fulfillment is required for graduation. The second-year national defense education and military training is a selective course with zero credit units. Physical education is elective for senior students, who will earn the credits when they pass the course, but cannot count and recognize the units for graduation units requirements. Freshman and sophomore students enrolled after September 2020 are required to take physical education, a non credit course. Students cannot graduate if they fail. Junior and senior students can take elective physical education courses. If students pass the course, the course credits are registered and calculated in graduation credits. 2 credits are maximum. The credit units and scores of the national defense education and military training, and physical education will be included into the total enrollment and scores of

that semester.

Article 23 The University shall perform the academic assessments for its students through the three following methods, unless otherwise provided by the Academic Affairs Meeting:

1. Regular assessment: Conducted by the teachers at any time.
2. Mid-term exam: Conducted during the semester at a specified time.
3. Final exam: Conducted at the end of the semester at a specified time.

The criteria and methods of student performance assessments will be specified by the teachers in their course syllabuses, or as announced in writing or electronic documents in class at the beginning of school.

Article 24 The semester grades of the courses shall be calculated by the teachers based on the scores of the regular assessment, mid-term, and final exam, or the semester grading system prescribed by the Academic Affairs Meeting. No exam is required for internship, experiment, self-learning, project, and drawing courses, and the semester grades may be calculated cumulatively based on the scores of the regular assessment.

Article 25 Semester grades shall be recorded on a 100 point scale. The full score is 100, and the passing score is 60. The conversion chart of percentage and letter grades is as below:

1. 80 points and above equal A, or 4.0.
2. 70 to 79 points equal B, or 3.0.
3. 60 to 69 points equal C, or 2.0.
4. 50 to 59 points equal D, or 1.0.
5. 49 points or below equal E, or 0.0.

For courses of special nature, the assessment result may be marked as “Pass” or “Fail” upon the solution of the Academic Affairs Meeting. “Pass” means successful fulfillment, and “Fail” means unsuccessful.

Article 26 Students cannot retake the exam and will not earn any credit for the courses of which the semester grades are below the passing score. Students shall retake or take any mandatory courses they fail during summer. Procedures for retaking courses during summer will be prescribed separately.

Article 27 (Deleted)

Article 28 Students who are unable to take the tests during mid-term or final exam, or campus-wide exam due to hospitalization (as demonstrated by proof of hospitalization), severe

injury or illness (as demonstrated by proof of emergency), or force majeure shall complete the leave application within 2 days from the first day of the leave, and may resit the exam, which shall be conducted within 2 weeks upon the end of the exam, upon the approval of the leave.

Absence on exam day without leave application, or approval of leave will result in zero test scores for that course.

Students who are unable to take and retake the final exam due to severe injury or illness may be deemed as on leave of absence for the semester in which the final exam is not taken upon the approval of the Head of Department and the Office of Academic Affairs; the cumulative semester of leave of absence shall still in conformity to the Academic Policy.

Article 29 (Deleted)

Article 30 Students' course final grades are rounded to the nearest whole number. Students' semester average and graduation grades are rounded to the nearest hundredth.

Article 31 (Deleted)

Article 32 Students who are caught cheating in exams will be subject to the punishment according to Students Awards and Penalties Regulations as separately prescribed.

Article 33 Students' semester averages and graduation grades are calculated as follows:

1. The semester GPA for a course shall be the sum of the credits multiplied by the scores.
2. The total credits shall be the sum of credits of the courses enrolled per semester.
3. The total GPA shall be the sum of GPAs of the courses.
4. The semester average shall be the total credits divided by the total GPA.
5. Zero scores and Fails will be included for calculating the semester average.
6. The graduation grade will be the sum of the total semester credits divided by the total GPA.

Assessment results graded as "Pass" or "Fail" will only be recognized for credits, and are not included for the calculation of the semester average and graduation grade.

Article 34 After the teachers enter the score inputs into the online system, and submit the students' semester grades, or record the scores in the semester grading sheet and submit to the Office of Academic Affairs, no change will be accepted. Errors in score records or

calculation may be corrected pursuant to the “Guidelines for Teachers to Correct Students’ Semester Grades.”

#### **Chapter 4 Leaves, Leave of Absence, Return, Dropout**

Article 35 Students who are unable to attend classes shall take leaves pursuant to the Leave Rules, and will be marked as absent upon approval. Failure to apply for leave or obtain the leave approval will result in leave without notice. Leaves will not be deemed as absence in the following situations, and the teachers have the discretion on grading the courses:

1. Official leave, maternity leave.
2. Personal leave and sick leave due to pregnancy, childbirth, or raising kid(s) under three years old.

The Leave Rules shall be prescribed separately.

Article 36 (Deleted)

Article 37 Students may apply for leave of absence with the Office of Academic Affairs for any reason upon the consent of their parents or custodians. Students cannot apply for dropout until they complete the registration (including student orientation.)

The application for leave of absence shall be submitted no later than one week before the final exam of that semester. Students who have been suspended from school shall have their study records deleted for the duration of their suspension.

The minimum time unit for leave of absence is one semester. Each application may be for one semester, or one academic year. Cumulative period shall not exceed two academic years. Students who cannot return to school upon the expiry of the leave due to severe illness, critical special reason may submit relevant proofs to apply for extension, and extend the leave of absence for another one semester or one academic year.

Students who participate in national team training for world skill competitions during the approved leave of absence may exclude such time from the maximum cumulative leave of absence by submitting the training hour certificate when they return to school.

Students who have completed the sophomore curricula may submit the work plan to apply for a leave of absence upon the consent of their parents or custodians. Upon approval, the leave of absence may be up to two academic years. When returning to school, they shall submit the certificate of service, and such time may be excluded from the maximum cumulative leave of absence.

Students who apply for a leave of absence due to pregnancy, childbirth, or raising a kid under three years old may exclude such time from the maximum cumulative leave of absence.

Students who are enlisted during the leave of absence shall apply to extend the leave until the end of the military service by submitting the “Proof of Current Military Service Status,” military service summon, or copy of the soldier ID. Upon the fulfillment of the military service, they shall apply for returning to school by submitting the military discharge order. The service period shall be excluded from the maximum cumulative leave of absence.

Article 38 (Deleted)

Article 39 (Deleted)

Article 40 Students who return to school after a leave of absence shall be placed in the year, department/section connecting the year, department/section they were in immediately before the leave of absence.

Article 41 Students who have any of the following situations will be ordered to take a leave of absence:

1. Fail to complete the course selection within one week of the end of course adding and dropping.
2. The total absent hours from classes reaches one-third the total semester class hours from the first day of class.
3. The University’s Student Affairs Meeting has determined to implement the leave of absence.

Article 42 Students who have outstanding performance or violation of the school rules shall be granted the reward or subject to punishment according to the University’s Policy on Moral Conducts, Rewards and Punishments depending on the severity of the circumstances.

Article 43 Students who have any of the following situations shall be ordered to leave the school:

1. Fail to enroll, or return to school after the end of leave of absence.
2. The total absence hours in a semester reach 45 hours.
3. The number of credit units of failed courses (including selective units of physical education, national defense education and military training) reaches one-half of the total enrollment of that semester twice, unless the total enrollment does not

exceed 9 credit units.

4. The number of credit units of failed courses (including selective units of physical education, national defense education and military training) of a skillful student admitted through the guaranteed admission, and recommendation and review process, overseas Taiwanese student, Hong Kong and Macau student, PRC student, foreign student, Mongolian and Tibetan student returned from overseas country, indigenous student, student from outlying islands, student whose parents are expatriates, or student-athlete who meets the criteria of the Ministry of Education reaches two third of the total enrollment of that semester twice, unless the total enrollment does not exceed 9 credit units. The semesters before and after the leave of absence will be deemed consecutive.

The determination of student identity under this subsection shall be subject to qualifications prescribed by the Joint Admission and Recruitment Committee of Four-year College of Technology, or the admission review by the University.

5. Fail to fulfill the course and unit requirements of the department, or complete the University's graduation requirements during the extended period upon the expiration of the years of studies.
6. Fail to score the passing mark of moral conduct.
7. Materially violate the school rules, and the Student Affairs meeting has made the expulsion decision.
8. Voluntary dropout without the foregoing causes.

Sections 3 and 4 of the foregoing paragraph, which specified the dropout due to academic performance, shall not apply to students who have the disability card (handbook), been assessed as eligible for disabled student placement by the Committee Responsible for Identification and Placement of Gifted and Disabled Students of county (city) government.

Article 43-1 Students under subsection 3 who have failed one half of the credits units once, or students under subsection 4 who have failed two third of the credit units once may offset the present or previous failed record if their rank top 50 in class in the present or future semester.

Article 44 Voluntary dropout or involuntary expelled students who have completed one full semester at school shall receive the certificate of course completion. Expelled students

will not receive any certificate for their studies.

## **Chapter 5 Department Transfer, Minors, Double Majors**

Article 45 Students may apply for transferring to another department/section, minors, or double majors from the sophomore year according to the following rules:

1. Students may apply for transferring to another department/section according to the “Policy on Department Transfer” unless the admission policy has specified that the admitted students are not eligible for department transfer.
2. Students may declare their minors according to the “Policy on Minor Declaration” as separately prescribed and reported to the Ministry of Education for record.
3. Students may declare second majors according to the “Policy on Double Major Declaration” as separately prescribed and reported to the Ministry of Education for record.
4. Students who declare minors or second majors in other schools shall be subject to the relevant policies for the cooperation programs between the University and those schools.

Article 45-1 Credit waive for students who have studied and passed courses should follow “Regulations of Credit Waive”

## **Chapter 6 Transfer**

Article 46 The University may recruit transfer students by organizing the transfer exam to fill up any vacancy in the departments of the four-year college. No transfer student shall be recruited for the first-year and the graduate year of the four-year college, and the third year and the graduate year of the two-year college. The procedures for transfer student recruitment shall be prescribed separately.

The foregoing vacancy does not include any unfilled spot caused by deferral or leave of absence. The eligibility of registering for the transfer exam and relevant procedures shall be specified in the transfer student admission brochure.

Article 47 Transfer students shall process the credit substitutions and waivers within the specified after they have enrolled. The total waived credits cannot exceed one fifth of the lowest graduation credits in the department. The credit substitutions and waivers shall be subject to the University’s “Policy on Credit Substitution and Waivers” and relevant procedures. As of the first semester, transfer students shall enroll in the minimum credits as required per semester without reduction.

## **Chapter 7 Graduation**

Article 48 Students who have completed the following are able to graduate and given the diploma and the Bachelor's degree by Taipei Tech:

1. completed and passed the required courses.
2. passed the conduct evaluation
3. passed the English Graduation Threshold. Please refer to the related rules.
4. passed the practical sessions

The rules of the school departure process shall be prescribed separately.

Article 49 Students who are qualified to apply for early graduation may apply for graduation one semester or academic year earlier.

1. The total average is above 80 points, and the accumulated rank is within top 10 in their year (class) of that department (section); a special situation where the first ranked student's percentage has exceeded 10% will require particular approval.
2. The score of moral conduct of each semester is above 80 points.
3. The scores of physical education in the semesters where the course is mandatory are all above 70 points.

Students who are placed in the third year after the admission, as well as the two-year college students may only be allowed to graduate one semester early.

Article 49-2 The degree conferred by the university shall be revoked if the student is unqualified for admission or has cheated. After the degree is revoked in accordance with the preceding paragraph, the university shall notify the party concerned to return the degree certificate, and notify other junior colleges, universities and relevant authorities (institutions) of the cancellation and revocation.

Article 49-3 Students who have fulfilled the required courses and credit units of their department/section (class) in the semester or academic years before the last year of study, but fail to meet the foregoing criteria shall still complete the enrollment, and follow the required credit unit per semester under Article 15.

Article 50 Students who delay their graduation and will retake the courses during the second semester of the extended years of studies may apply for leave of absence for the first semester without enrollment. Anyone who has enrolled shall select at least one course.

## **Title 3 Two-year Continuing Education Division**

## Chapter 1 Admission

Article 51      Whoever qualifies any of the following degree (education equivalency) criteria will be eligible for registering for the admission of the University's continuing education division of the two-year technical college:

1. Has graduated from a domestic public or accredited private junior college, or a foreign junior college or higher educational institution which met the recognition requirements of the Ministry of Education.
2. Has completed the subsidiary education programs of a junior college, and received the certificate of graduation or the certificate of qualification.
3. Holds a certificate of qualification of senior qualification or level-3 specialization test coordinated by the Examination Yuan.
4. Has worked for more than four years after receiving the Level B (or equivalent) technician license, or has worked for more than two years after receiving the Level A (or equivalent) technician license, and holds the certificate and supporting documents.
5. Has passed the junior college equivalency tests and holds the certificate and supporting documents.
6. Has completed the number of credit units required for graduating from a two-year junior college in the continuing education program of a university, and holds the supporting documents.
7. Has studied in a two-year junior college and:
  - (1) Has completed the curriculum of the fall semester of the second year in the day division, or the curriculum of fall semester of the third year in the evening division, but left the school or is on leave of absence for more than two years, and holds the certificates and transcripts of the studies at the original school, or transfer certificate.
  - (2) Has enrolled in the spring semester of the second year in the day division, or the spring semester of the third year in the evening division, but left the school or is on leave of absence for more than one year, and holds the certificates and transcripts of the studies at the original school.
  - (3) Regular class of the evening division and in-service programs which prescribe two years of studies are equivalent to the day division.

8. Has studied in a five-year junior college and:
  - (1) Has completed the curriculum of the spring semester of the fourth year and qualified for entering the next year of study, but left the school or is on leave of absence for more than three years, and holds the certificates and transcripts of the studies at the original school, or transfer certificate.
  - (2) Has completed the curriculum of the fall semester of the fifth year and qualified for entering the next year of study, but left the school or is on leave of absence for more than two years, and holds the certificates and transcripts of the studies at the original school, or transfer certificate.
  - (3) Has enrolled in the spring semester of the fifth year, but left the school or is on leave of absence for more than one year, and holds the certificates and transcripts of the studies at the original school.
9. Has studied in a three-year junior college and:
  - (1) Has completed the curriculum of the spring semester of the second year in the day division, or the curriculum of spring semester of the third year in the evening division, and qualified for entering the next year of study, but left the school or is on leave of absence for more than three years, and holds the certificates and transcripts of the studies at the original school, or transfer certificate.
  - (2) Has completed the curriculum of the fall semester of the third year in the day division, or the curriculum of fall semester of the fourth year in the evening division, but left the school or is on leave of absence for more than two years, and holds the certificates and transcripts of the studies at the original school.
  - (3) Has enrolled in the spring semester of the third year in the day division, or the spring semester of the fourth year in the evening division, but left the school or is on leave of absence for more than one year, and holds the certificates and transcripts of the studies at the original school.
10. Has completed the curriculum of the spring semester of the second year of university (other than Open University) and qualified for entering the next year of study, but left the school or is on leave of absence for more than one year, and holds the certificates and transcripts of the studies at the original school, or transfer certificate.

## **Chapter 2 Tuition Payment, Enrollment, Course Selection**

Article 52 Students shall pay the tuition and credit fees upon enrollment in each semester for the selected credit units and hours according to the fee rate schedule prescribed by the Ministry.

Article 53 Students of School of Extension Education may not apply for transferring to another department or regular class.

## **Chapter 3 Years of Studies, Credit Units, Scores**

Article 54 Students of the two-year continuing education division shall complete their studies in two years. Each department may adjust the years of studies upon the resolution of the meeting.

Article 55 Undergraduate students shall enroll in the number of credits per semester as provided in the course selection policy for students of the continuing education division.

Article 56 (Deleted)

Article 57 Students of the continuing education division shall fulfill at least 72 credit units at the time of graduation.

Article 58 Students of the continuing education division may enroll in the courses of regular classes each semester upon the consent of their employer; however, the selective credit units shall not exceed one-third of the total enrollment of that semester.

## **Chapter 4 Graduation**

Article 59 Students who have completed the years of studies, fulfilled all required courses and credit units with passing scores, and received the passing score for their moral conducts will be approved for graduation. The University shall confer a bachelor's degree. Students who have been granted the credit substitutions and waivers, and met the following criteria during their years of studies may apply for early graduation with the Academic Affairs Section before the new semester starts:

1. All required courses and credit units are fulfilled.
2. The average score of each semester is above 80 points.
3. The score of moral conduct of each semester is above 82 points.

## **Chapter 5 Other provisions**

Article 60 Any matter not prescribed in this Title shall be subject to relevant provisions of the Academic Policy.

## **Title 4 Graduate School**

### **Chapter 1 Admission**

Article 61      Whoever qualifies the following criteria may be admitted to the graduate schools of the University:

1. Has graduated and received the bachelor's degree from a domestic university or independent academy accredited by the Ministry of Education, or a foreign university or independent academy which meets the recognition requirements of the Ministry of Education (including upcoming graduate), or satisfied the academic equivalency requirements (as prescribed in the Standards for Recognition of Equivalent Educational Levels for University Admission by the Ministry of Education), and passed the entrance exam or the recommendation and review process of the master's program of the University.
2. Foreign students who hold the bachelor's or equivalent degree may apply for the master's program of the University, and those who have held the master's or equivalent degree may apply for the doctoral program of the University.
3. Has graduated and received the master's degree from a domestic university or independent academy accredited by the Ministry of Education, or a foreign university or independent academy which meets the recognition requirements of the Ministry of Education (including upcoming graduate), or satisfied the academic equivalency requirements (as prescribed in the Standards for Recognition of Equivalent Educational Levels for University Admission by the Ministry of Education), and passed the entrance exam or the recommendation and review process of the doctoral program of the University.
4. Master's students and upcoming graduates who have met the qualification for the doctoral program may apply for the doctoral studies subject to the procedure prescribed separately.

Article 61-1    Students who are admitted to the doctoral program and master's program and met the enrollment qualifications may apply for enrolling one semester earlier pursuant to the admission brochure.

### **Chapter 2 Tuition Payment, Enrollment, Course Selection**

Article 62      Graduate students shall pay fees upon the enrollment of each semester as required.

Article 63      Graduate students shall decide their thesis topics as approved by their advisors, and

register with the graduate school and the Office of Academic Affairs within the specified time.

Article 64 Part-time graduate students may not apply to switch to full-time graduate studies. Full-time graduate students may apply to switch to part-time graduate studies for any special reason by submitting relevant supporting documents before the first day of school, and obtaining the consent of the graduate school. Each graduate school may transfer any full-time graduate student who is employed by an off-campus employer after enrollment to part-time graduate studies.

Article 65 Graduate students shall enroll in at least 3 credit units, up to 13 credit units per semester. The maximum enrollment allowed for master's students of the day division of the College of Management (other than the specialized program for foreign students) is 16 credit units. The minimum enrollment requirement per semester will not apply if the required number of credit units has been fulfilled. Graduate students of the master's program of Teacher Education may increase or reduce the credit units of the Teacher Education Program per semester subject to the relevant rules.

Article 65-1 Graduate students cannot apply for department transfer. Special cases are reserved for approval.

### **Chapter 3 Years of Studies, Credit Units, Scores**

Article 66 The years of studies for master's programs may be 1 to 4 years. The years of studies for doctoral programs may be 2 to 7 years. Graduate students of in-service doctoral programs who do not complete all required courses, or finish the degree thesis during the years of studies may extend the years of studies up to two additional years.

Students of overseas joint degree programs may extend their years of studies due to their learning needs. Master's students may extend for another one academic year, and doctoral students may extend up to two additional academic years.

Article 67 The total credit requirements for graduate students shall be prescribed by respective graduate schools. Master's students shall at least complete 24 course credits and 6 thesis credits. Doctoral students shall at least complete 18 course credits and 12 thesis credits. As may be required for their research, graduate students may enroll in the undergraduate courses; the scores will not be included in the total average of that semester and upon graduation, and the units will not be counted against the graduation requirements.

Article 68 The full score of graduate studies is 100 points, and the passing score is 70. Students

who do not pass the course may not resit the exam, and must retake any mandatory course that they did not pass.

Article 69 The University shall prescribe the Policy on Master's Degree Examination and Doctoral Degree Examination, and submit to the Ministry of Education for record.

#### **Chapter 4 Leaves, Leave of Absence, Return, Dropout**

Article 70 Graduate students are subject to the Academic Policy for taking leaves, leave of absence, returning to school, and violation against the school rules.

Article 71 Graduate students shall be ordered to leave the school in any of the following situations:

1. Fail to enroll, or return to school after the end of leave of absence.
2. Fail to fulfill the course and unit requirements upon the end of the years of studies.
3. Fail to pass the degree examination, and fail to pass after resitting the exam.
4. Doctoral students who fail to pass the doctoral degree qualification exam within the years and number of opportunities specified by respective graduate schools.
5. Expulsion decision made pursuant to the Policy on Moral Conducts, Rewards and Punishments.
6. Voluntary dropout.

#### **Chapter 5 Graduation, Degree**

Article 72 Graduate students shall be approved to graduate if they meet the following criteria:

1. Fulfill all required courses and credit units within the specified time.
2. Pass the University's master's or doctoral degree examination.
3. Score the passing mark of moral conduct in each semester.
4. Pass the English proficiency criteria for the graduate students in the day division, and the graduation requirements of each department (school or specialized program).

Article 73 The University shall confer a master's degree to master's students who have met the foregoing Article, and confer the doctoral degree to the doctoral students who have met the foregoing Article. Student's degree will be revoked, and cancelled if they are found to have plagiarized or cheated on their thesis, creative works, display and performance, written report, or technical report. Offenders will be notified to return their degree certificates, which will be revoked and cancelled. Other universities and colleges as well as relevant institutions will be notified about such matter. The student status will

be deemed as expulsion.

The Guidelines for Master's and Doctoral Thesis Plagiarism and Cheats will be prescribed separately.

Article 74 Master's students' graduation grade will be the average of their average academic scores and the degree exam scores.

## **Chapter 6 Other provisions**

Article 75 Any matter not prescribed in this Title shall be subject to relevant provisions of the Academic Policy.

## **Title 5 In-service Master's Programs of Graduate Schools in Continuing Education Division**

### **Chapter 1 Admission**

Article 76 Whoever has graduated from relevant department of a public or private accredited university, independent academy, or foreign university or independent academy recognized by the Ministry of Education, obtained the bachelor's or equivalent degree, worked in the fields of studies for a specified time as demonstrated by relevant proof, and passed the entrance exam for the University's in-service master's programs, or admitted through the recommendation and review process, may enroll in the University's in-service master's programs.

### **Chapter 2 Tuition Payment, Enrollment, Course Selection**

Article 77 Graduate students shall pay the fees upon enrollment in each semester according to the "Policy on Tuition Payment and Refund for Continuing Education Division" and relevant rules. Payment and refund procedures shall be prescribed separately.

Article 78 Graduate students shall decide their thesis topics as approved by their advisors, and register with the graduate school and the Office of Academic Affairs within the specified time.

Article 79 Graduate students shall enroll in at least 3 credit units, up to 10 credit units per semester. The maximum enrollment allowed for graduate students of the College of Management (other than the specialized program for foreign students) is 13 credit units. The minimum enrollment requirement per semester will not apply if the required number of credit units has been fulfilled. Graduate students may enroll in more credit units during the last semester.

Article 79-1 Graduate students cannot apply for department transfer. Special cases are reserved for approval.

### **Chapter 3 Years of Studies, Credit Units, Scores**

- Article 80 The years of studies for master's programs may be 1 to 4 years. Whoever has not finished the degree thesis may extend the years of studies up to two additional years.
- Article 81 Graduate students shall complete the credit units as prescribed by their graduate school, and shall meet one of the following criteria:
1. The minimum requirement shall consist of 24 course credits and 6 thesis credits.
  2. The minimum requirement shall consist of 28 course credits and 3 report (technical report) credits.
- Article 82 The full score of graduate studies is 100 points, and the passing score is 70. Students who do not pass the course may not resit the exam, and must retake any mandatory course that they did not pass.
- Article 83 The master's degree examination shall be conducted as an oral exam. The test procedures will be prescribed separately.

### **Chapter 4 Leaves, Leave of Absence, Return, Dropout**

- Article 84 Graduate students are subject to the Academic Policy for taking leaves, leave of absence, returning to school, and violation against the school rules.
- Article 85 Graduate students shall be ordered to leave the school in any of the following situations:
1. Fail to fulfill the course and unit requirements upon the end of the years of studies.
  2. Fail to pass the degree examination, and fail to pass after resiting the exam.

### **Chapter 5 Graduation, Degree**

- Article 86 Graduate students shall be approved to graduate if they meet the following criteria:
1. Fulfill all required courses and credit units within the specified time.
  2. Pass the University's master's degree examination.
  3. Score the passing mark of moral conduct in each semester.
- Article 87 The University shall confer the master's degree to the master's students who have met the foregoing Article.

### **Chapter 6 Other provisions**

- Article 88 Any matter not prescribed in this Title shall be subject to relevant provisions of the Academic Policy.

## **Title 6 Post Baccalaureate Programs**

### **Chapter 1 Admission**

Article 89      Whoever has graduated from relevant department of a public or private accredited university, independent academy, or foreign university or independent academy recognized by the Ministry of Education, obtained the bachelor's or higher degree, served or exempted from conscription, and passed the entrance exam may enroll in the postbaccalaureate programs.

### **Chapter 2   Tuition Payment, Enrollment, Course Selection**

Article 90      Students shall enroll in at least 9 credit units, up to 25 credit units per semester. Graduating class may be exempt from the minimum requirement of 9 credit units.

Article 91      Program students are not eligible for transferring to another department, declaring double majors, or transferring into regular class.

### **Chapter 3   Years of Studies, Credit Units**

Article 92      The years of studies shall be one to 2 years, and may be determined by respective post baccalaureate programs. Students who cannot complete enough credit units during the specified years of studies may extend their years of studies for two additional academic years.

Article 93      In these programs, students shall at least complete 48 credit units, and may apply for credit substitutions and waivers if they have studied the courses of the same nature in the relevant fields for the bachelor's or higher degree before the admission. If waivers are granted, the total enrollment shall be at least 40 credit units. Each program may increase the required total credit units, and adjust the waivable units as necessary upon the resolution of the curriculum committee.

### **Chapter 4   Graduation, Degree**

Article 94      Students who have passed all required courses and fulfilled the credit units during the years of studies, and received the passing score for their moral conducts each semester will be approved for graduation. The University shall confer the bachelor's degree, and specify in the graduation certificate "Postbaccalaureate Program of XXX Studies".

Article 95      Any matter not prescribed in this Title shall be subject to relevant provisions of the Academic Policy.

## **Title 7   Four-year Continuing Education Division**

### **Chapter 1   Admission**

Article 96      Whoever has graduated from a public or private accredited technical high school, subsidiary education programs of a public or accredited private technical high school,

and received the certificate of qualification issued by the education administration authority, qualified the professional criteria prescribed by respective department, and passed the entrance exam may enroll in the University's four-year continuing education division.

Article 97 Before visiting the University for the enrollment processes, freshmen and transfer students who have any of the following situations may submit relevant supporting documents, and request to defer the admission to the academic year following the end of such reason without any payment. Students who enroll in the "Industry Academia Collaboration" approved by the Ministry of Education, or the "Industry Academia Training Program" approved by the Ministry of Labor in that year may not apply for deferral due to the grant of relevant allowances and study/employment subsidies.

1. Have been diagnosed with severe illness that requires long-term treatment and rest, subject to the certificate of diagnosis by a regional or higher hospital contracted with the National Health Insurance Administration; the deferral shall not exceed one year.
2. Have been enlisted, subject to the certificate of enlistment; the deferral will remain effective until the fulfillment of the military service.
3. Are pregnant, have given birth, or are raising kid(s) under three years old, subject to relevant proofs; the deferral shall be granted for one year, and may be extended upon application.
4. Under straitened circumstances and have the low-income family proof provided by Township or District Offices. The deferral shall not exceed one year.

Article 97-1 (Deleted)

## **Chapter 2 Tuition Payment, Enrollment, Course Selection**

Article 98 Students shall pay the fees and complete the course selection to finish the enrollment processes within the time specified by the University. Failure to finish the enrollment processes or apply for leave of absence will result in expulsion with no exception.

Payment of tuition fees, refunds, and student course selection policy are prescribed separately.

Article 99 Students who apply for leave of absence or dropout after the enrollment process shall be refunded their fees according to the regulations of the Ministry of Education.

Article 100 Draftees and students who have served the conscription shall submit relevant

certificates in the first semester, or by the deadline of the freshman enrollment according to the University's "Guidelines for Student Conscriptio Requirements and Deferral."

Article 101 Undergraduate students shall enroll in the number of credits per semester as provided in the course selection policy for students of the continuing education division.

### **Chapter 3 Years of Studies, Credit Units, Scores**

Article 102 The University adopts the system of academic years and credit units. The years of study shall not exceed 4 years, with at least 128 credit units fulfilled. Each department may increase the required total credit units as necessary upon the resolution of the curriculum committee.

Article 103 Freshmen may be granted credit waivers or advanced grade placement for courses and credit units they have successfully completed before entering the University subject to the "Policy on Course Credit Substitutions and Waivers." Students who cannot complete the required credit units within the years of studies may extend their years of studies up to two additional academic years.

Article 104 The semester grades of the courses shall be calculated by the teachers based on the scores of the regular assessment, mid-term, and final exam.

If the semester grade does not meet the passing score, students will not be allowed to resit the exam. Students shall retake or take any mandatory courses they fail during summer. Procedures for retaking courses during summer will be prescribed separately.

### **Chapter 4 Leaves, Leave of Absence, Return, Dropout**

Article 105 Students who are unable to attend classes shall take leaves pursuant to the Leave Rules, and will be marked as absent upon approval. Failure to apply for leave or obtain leave approval will result in leave without notice.

Article 106 Students may apply for a leave of absence with the Office of Academic Affairs for any reason upon the consent of their parents or custodians. Students cannot apply for dropout until they complete the registration (including student orientation).

The application for the leave of absence shall be submitted no later than one week before the final exam of that semester. For students whose applications for leave of absence have been approved, the grades obtained in the related semester shall not be recognized. Students who have been suspended from school shall have their study records deleted for the duration of their suspension.

The minimum time unit for leave of absence is one semester. Each application may be

for one semester, or one academic year. Cumulative period shall not exceed two academic years. Students who cannot return to school upon the expiry of the leave due to severe illness, critical special reason may submit relevant proofs to apply for extension, and extend the leave of absence for another one semester or one academic year.

Article 107 Students who return to school after a leave of absence shall be placed in the year they were in immediately before the leave of absence.

Article 108 Students who have any of the following situations shall be ordered to leave the school:

1. Fail to enroll, or return to school after the end of leave of absence.
2. The total absence hours in a semester reach 45 hours.
3. The number of credit units of failed courses (including selective units of physical education, national defense education and military training) reaches one-half of the total enrollment of that semester twice, unless the total enrollment does not exceed 9 credit units.
4. The number of credit units of failed courses (including selective units of physical education, national defense education and military training) of a skillful student admitted through the guaranteed admission, and recommendation and review process, overseas Taiwanese student, Hong Kong and Macau student, PRC student, foreign student, Mongolian and Tibetan student returned from overseas country, indigenous student, student from outlying islands, student whose parents are expatriates, or student-athlete who meets the criteria of the Ministry of Education reaches two third of the total enrollment of that semester twice, unless the total enrollment does not exceed 9 credit units. The semesters before and after the leave of absence will be deemed consecutive.

The determination of student identity under this subsection shall be subject to qualifications prescribed by the Joint Admission and Recruitment Committee of Four-year College of Technology, or the admission review by the University.

5. Fail to fulfill the course and unit requirements of the department, or complete the University's graduation requirements during the extended period upon the expiration of the years of studies.
6. Fail to score the passing mark of moral conduct.
7. Materially violate the school rules, and the Student Affairs meeting has made the

expulsion decision.

8. Voluntary dropout without the foregoing causes.

Sections 3 and 4 of the foregoing paragraph, which specified the dropout due to academic performance, shall not apply to students who have the disability card (handbook), been assessed as eligible for disabled student placement by the Committee Responsible for Identification and Placement of Gifted and Disabled Students of county (city) government.

Article 108-1 Students under subsection 3 who have failed one half of the credits units once, or students under subsection 4 who have failed two third of the credit units once may offset the present or previous failed record if their rank top 50 in class in the present or future semester.

### **Chapter 5 Graduation, Degree**

Article 109 Students who have completed the years of studies, passed the English proficiency criteria and professional license requirements, and fulfilled all required courses and credit units with passing scores, and received the passing score for their moral conducts in all semesters will be approved for graduation. The University shall confer the bachelor's degree according to relevant policy.

The foregoing English proficiency criteria and professional license requirements shall be prescribed separately.

Graduates can receive their degree diplomas after they complete the process of school departure. The rules of the school departure process shall be prescribed separately.

### **Chapter 6 Other provisions**

Article 110 Any matter not prescribed in this Title shall be subject to relevant provisions of the Academic Policy.

## **Title 8 Five-year Junior College**

### **Chapter 1 Admission**

Article 111 The University's five-year junior college is a five-year day division recruiting junior high graduates or equivalent.

Article 112 At the beginning of each academic year, the University offers the entrance exams for year one of all departments in the five-year program. Admission process is subject to a separate policy.

Article 113 Admitted students shall visit the University to finish the enrollment processes on the

specified day, and submit the valid degree (education) certificates. Students who are unable to visit the campus on that day due to severe illness or special accident shall submit proof and apply for a leave in advance.

Admission will be cancelled if the absence is not approved or the process is not finished after the deadline.

Students who fail to submit degree (education) certificates on that day may enroll first upon the University's approval, but shall hand in the missing document within the specified time. Admission will be cancelled if the process is not finished after the deadline, or the verification fails.

Article 114 Before visiting the University for the enrollment processes, freshmen and transfer students who have any of the following situations may submit relevant supporting documents, and request to defer the admission to the academic year following the end of such reason:

1. Have been diagnosed with severe illness that requires long-term treatment and rest, subject to the certificate of diagnosis by a regional or higher hospital contracted with the National Health Insurance Administration; the deferral shall not exceed one year.
2. Have been enlisted, subject to the certificate of enlistment; the deferral will remain effective until the fulfillment of the military service.
3. Are pregnant, have given birth, or are raising kid(s) under three years old, subject to relevant proofs; the deferral shall be granted for one year, and may be extended upon application.
4. Under straitened circumstances and have the low-income family proof provided by Township or District Offices. The deferral shall not exceed one year.

Article 115 (Deleted)

## **Chapter 2 Tuition Payment, Course Selection**

Article 116 Students shall pay the fees and complete the course selection and enrollment processes within the time specified by the University in each semester. Failure to complete the enrollment processes or apply for leave of absence will result in expulsion with no exception.

Payment of tuition fees, refunds, and student course selection policy are prescribed separately.

Article 117 Students shall complete the following credit units per semester:

1. Freshmen, sophomore, and junior students of junior college shall enroll in at least 20 credit units up to 32 credit units per semester, fourth year and fifth year students shall enroll in at least 12 credit units and up to 28 credit units per semester. Students who delay their graduation shall enroll in at least one course per semester.
2. Students whose academic scores in the previous semester rank in the top 20% among the student body in that grade of that department may enroll in one to two additional courses subject to the approval of the Head of Department in the following semester.
3. Students who fail to pass one half of the credit units in the previous semester may reduce one to two courses upon the approval of the Head of Department in the following semester.
4. Any student who encounters a special circumstance shall submit complete proof, and may reduce the credit units required for each semester subject to the consent of the Head of Department, and the Dean of Academic Affairs. However, the minimum enrollment is 9 credit units.
5. Fifth-year students who have fulfilled the curriculum and credit unit requirements for graduation may lower the credit unit requirements upon the consent of the Head of Department; they shall, however, enroll in at least one course in each semester.

Article 118 Full-year curriculum must be taken according to the prescribed course order. To take any course which is reduced or has not been taken yet, students shall study any unless otherwise permitted by the teacher and the Head of Department.

Students may be allowed to take the courses in the following semester even if they fail to pass the class in the previous semester, unless otherwise provided by respective departments.

Article 119 Students may apply to take the undergraduate or cross school curriculum subject to relevant regulations and processes.

### **Chapter 3 Years of Studies, Credit Units, Scores**

Article 120 The University adopts the system of academic years and credit units. The years of study shall not exceed 5 years, with at least 220 credit units fulfilled. Each department may increase the required total credit units as necessary upon the resolution of the curriculum committee.

- Article 121 Freshmen may be granted credit waivers or advanced grade placement for courses and credit units they have successfully completed before entering the University. The waived units may be counted as the graduation units. The policy on credit waivers will be prescribed separately.
- Article 122 Students who cannot complete the required credit units within the years of studies may extend their years of studies up to two additional academic years.
- Students may extend their years of studies as required due to pregnancy, childbirth, or raising kid(s) under three years old.
- Students who have the disability card (handbook), been assessed as eligible for disabled student placement by the Committee Responsible for Identification and Placement of Gifted and Disabled Students of county (city) government may extend the years of studies up to four additional academic years as required for their physical and mental condition, as well as learning needs.
- Article 123 No credit from taking a course with the same title as the one that has been successfully completed or substituted/waived will be recognized for the graduation units requirements.
- Article 124 The semester grades of the courses shall be calculated by the teachers based on the scores of the regular assessment, mid-term, and final exam, or the semester grading system prescribed by the Academic Affairs Meeting. No exam is required for experiment, self-learning, project, and drawing courses, and the semester grades may be calculated cumulatively based on the scores of the regular assessment.
- The criteria and methods of student performance assessments will be specified by the teachers in their course syllabuses, or as announced in writing or electronic documents in class at the beginning of school.
- Article 125 Students cannot retake the exam and will not earn any credit for the courses of which the semester grades are below the passing score. Students shall retake or take any mandatory courses they fail during summer. Procedures for retaking courses during summer will be prescribed separately.

#### **Chapter 4 Leaves, Leave of Absence, Return, Dropout**

- Article 126 Students who are unable to attend classes shall take leaves pursuant to the Leave Rules, and will be marked as absent upon approval. Failure to apply for leave or obtain the leave approval will result in leave without notice. Leaves will not be deemed as absence

in the following situations, and the teachers have the discretion on grading the courses:

1. Official leave, maternity leave.
2. Personal leave and sick leave due to pregnancy, childbirth, or raising kid(s) under three years old.

The Leave Rules shall be prescribed separately.

Article 127 Students who are unable to take the tests during mid-term or final exam due to hospitalization (as demonstrated by proof of hospitalization), severe injury or illness (as demonstrated by proof of emergency), or force majeure shall complete the leave application within 2 days from the first day of the leave, and may resit the exam, which shall be conducted within 2 weeks upon the end of the exam, upon the approval of the leave.

Absence on exam day without leave application, or approval of leave will result in zero test scores for that course.

Students who are unable to take and retake the final exam due to severe injury or illness may be deemed as on leave of absence for the semester in which the final exam is not taken upon the approval of the Head of Department and the Office of Academic Affairs; the cumulative semester of leave of absence shall still in conformity to the Academic Policy.

Article 128 Students may apply for leave of absence with the Office of Academic Affairs for any reason upon the consent of their parents or custodians. The application for leave of absence shall be submitted no later than one week before the final exam of that semester. For students whose applications for leave of absence have been approved, the grades obtained in the related semester shall not be recognized. Students who have been suspended from school shall have their study records deleted for the duration of their suspension.

The minimum time unit for leave of absence is one semester. Each application may be for one semester, or one academic year. Cumulative period shall not exceed two academic years. Students who cannot return to school upon the expiry of the leave due to severe illness, critical special reason may submit relevant proofs to apply for extension, and extend the leave of absence for another one semester or one academic year.

Students who apply for leave of absence due to pregnancy, childbirth, or raising kid(s)

under three years old may exclude such time from the maximum cumulative leave of absence.

Students who are enlisted during the leave of absence shall apply to extend the leave until the end of the military service by submitting the “Proof of Current Military Service Status,” military service summon, or copy of the soldier ID. Upon the fulfillment of the military service, they shall apply for returning to school by submitting the military discharge order. The service period shall be excluded from the maximum cumulative leave of absence.

Article 129 Students who return to school after a leave of absence shall be placed in the year they were in immediately before the leave of absence.

Article 130 Students who have any of the following situations will be ordered to take a leave of absence:

1. Fail to complete the course selection within one week of the end of course adding and dropping.
2. The total absent hours from classes reach one-third the total semester class hours from the first day of class.
3. The University’s Student Affairs Meeting has determined to implement the leave of absence.

Article 131 Students who have any of the following situations shall be ordered to leave the school:

1. Fail to enroll, or return to school after the end of leave of absence.
2. The total absence hours in a semester reach 45 hours.
3. The number of credit units of failed courses (including selective units of physical education, national defense education and military training) reaches one half of the total enrollment of that semester twice, unless the total enrollment does not exceed 9 credit units.
4. The number of credit units of failed courses (including selective units of physical education, national defense education and military training) of a skillful student admitted through the guaranteed admission, and recommendation and review process, overseas Taiwanese student, Hong Kong and Macau student, PRC student, foreign student, Mongolian and Tibetan student returned from overseas country, indigenous student, student from outlying islands, student whose parents are expatriates, or student-athlete who meets the criteria of the Ministry of

Education reaches two third of the total enrollment of that semester twice, unless the total enrollment does not exceed 9 credit units. The semesters before and after the leave of absence will be deemed consecutive.

The determination of student identity under this subsection shall be subject to qualifications prescribed by the Joint Admission and Recruitment Committee of Five-year College of Technology, or the admission review by the University.

5. Fail to fulfill the course and unit requirements of the department, or complete the University's graduation requirements during the extended period upon the expiration of the years of studies.
6. Fail to score the passing mark of moral conduct.
7. Materially violate the school rules, and the Student Affairs meeting has made the expulsion decision.
8. Voluntary dropout without the foregoing causes.

Sections 3 and 4 of the foregoing paragraph, which specified the dropout due to academic performance, shall not apply to students who have the disability card (handbook), been assessed as eligible for disabled student placement by the Committee Responsible for Identification and Placement of Gifted and Disabled Students of municipality, county (city) government.

Article 132 Students under foregoing subsection 3 who have failed one half of the credits units once, or students under subsection 4 who have failed two third of the credit units once may offset the present or previous failed record if their rank is top 50 in class in the present or future semester.

Article 133 Voluntary dropout or involuntary expelled students who have completed one full semester at school shall receive the certificate of course completion. Expelled students will not receive any certificate for their studies.

## **Chapter 5 Graduation**

Article 134 The University shall confer the associate degree the students who have met the following criteria upon the completion of the years of studies:

1. Fulfill all required courses and credit units within the specified time.
2. Score the passing mark of moral conduct in each semester.
3. Pass the English proficiency criteria for junior college students, and the graduation requirements of each department (school or specialized program).

Graduates can receive their degree diplomas after they complete the process of school departure. The rules of the school departure process shall be prescribed separately.

Article 135 Students who are qualified to apply for early graduation may apply for graduation one semester or academic year earlier.

1. The total average is above 80 points, and the accumulated rank is within top 10% in their year (class) of that department; a special situation where the first ranked student's percentage has exceeded 10% will require particular approval.
2. The score of moral conduct of each semester is above 80 points.
3. The scores of physical education in the semesters where the course is mandatory are all above 70 points.

Article 135-2 The degree conferred by the university shall be revoked if the student is unqualified for admission or has cheated. After the degree is revoked in accordance with the preceding paragraph, the university shall notify the party concerned to return the degree certificate, and notify other junior colleges, universities and relevant authorities (institutions) of the cancellation and revocation.

Article 136 Students who have fulfilled the required courses and credit units of their department in the semester or academic years before the last year of study, but fail to meet the foregoing criteria shall still complete the enrollment, and follow the required credit unit per semester under Article 117.

## **Chapter 6 Other provisions**

Article 137 Any matter not prescribed in this Title shall be subject to relevant provisions of the Academic Policy.

## **Title 9 Student Status Administration**

Article 138 Students of the day division and the continuing education division shall have concurrent student status at the University, or will be expelled in case of any violation.

Article 139 The original books and statements of student status and grade reports at the Office of Academic Affairs, or the academic affairs division of the Continuing Education Division shall be deemed the true information with respect to the department (section), class, year, grades of current students, and status of enrollment, department transfer, transfer, leave of absence, return, and dropout/expulsion.

Article 140 Current students or graduates who change their name, ID Nos., and date of birth shall

submit the valid certificate issued by the household administration agency, and change their information upon the approval of the Office of Academic Affairs, or the academic affairs division of the Continuing Education Division.

Article 141 Students who are ordered to leave the school or expelled will be subject to the enforcement of the original disposition before the outcome of the review, if any, petitioned according to the University's Student Petition System. If the review maintains the original determination, the last day of the studies will be the date of said disposition. Students may apply for credit certificates for the courses and credits studied during the review process.

Students under the foregoing disposition who cannot obtain a remedy through the on-campus petition may file an administrative review or administrative lawsuit; if the superior authority or the administrative court has determined that the original disposition is illegal or improper, the University may make a new disposition. The University shall provide counseling to students who are allowed to return to school but cannot return on time due to special circumstances. The period of time before the return may be applied for leave of absence.

Article 142 Students who travel abroad during the suspension of studies shall be subject to the "Guidelines on Studies and Student Status When Students are Traveling Abroad" with respect to their studies and student status as separately prescribed.

Article 143 Foreign (including PRC) exchange students are not subject to the minimum enrollment requirements. Undergraduate students who participate in an exchange program for more than one semester (quarter) shall enroll in at least two courses per semester. If they pass the courses and receive the credits, they may apply for credit substitutions and waivers within the specified time. Credit waive should qualify for the rule of "one credit every 18 class hours". Application should be submitted in a month after returning to Taiwan, according to the University's "Policy on Course Credit Substitutions and Waivers" and relevant regulations.

Article 144 Students who are approved to conduct short-term research (exchange) programs at the higher education schools in PRC included in the recognition list of the Ministry of Education during or after the spring semester of Academic Year 2010 may apply for credit substitutions or recognition for the courses taken during their short-term (exchange) studies upon the approval of their department, regardless of the maximum enrollment allowed for cross-department studies.

The courses taken during the foregoing short-term (exchange) studies shall meet the rule “18 course hours for one unit.” Credit units that do not meet the requirement will not be recognized, or suitable for substitutions and waivers.

#### **Title 10 Miscellaneous**

Article 145 For students who have encountered the critical disasters recognized by the education administration authority, the Academic Affairs Meeting may resolve to apply a flexible policy with respect to their entrance exam and qualification, enrollment, fee payment, course selection, leaves, performance assessment, credit substitutions and waivers, leave of absence, expulsion, return, refund, years of studies and graduation requirements.

Article 146 The naming of degrees in each college, institute, or department should be in accordance with international customs and trends, and refer to the guidebook from the Ministry of Education. It is crucial to consider the specialties, course contents and characters of each college, institute, or department. The regulations of the Chinese or English names of degrees and registration should be agreed by the department (institute) and college meetings. The rules become effective after the agreement from an academic conference.

Article 147 Any matters not mentioned herein are subject to related regulations.

Article 148 This Academic Policy and any amendment and reinstatement thereof shall be enforced upon the resolution of the Academic Affairs Meeting, sign-off by the Principal, and shall be reported to the Ministry of Education for record purpose.