

# National Central University Study Regulations

- Filed for reference by Ministry of Education's Official Letter No. 85517010 on June 24, 1996  
Filed for reference by Ministry of Education's Official Letter No. 85083374 on September 30, 1996  
Filed for reference by Ministry of Education's Official Letter No. 86078512 on July 15, 1997  
Filed for reference by Ministry of Education's Official Letter No. 870590 on June 12, 1998  
Filed for reference by Ministry of Education's Official Letter No. 87110853 on October 2, 1998  
Filed for reference by Ministry of Education's Official Letter No. 88042542 on May 1, 1999  
Filed for reference by Ministry of Education's Official Letter No. 88092643 on September 15, 1999  
Filed for reference by Ministry of Education's Official Letter No. 88147312 on November 26, 1999  
Filed for reference by Ministry of Education's Official Letter No. 89075353 on June 27, 2000  
Filed for reference by Ministry of Education's Official Letter No. 90087132 on Education, June 22, 2001  
Filed for reference by Ministry of Education's Official Letter No. 90105167 on Education, July 24, 2001  
Filed for reference by Ministry of Education's Official Letter No. 90161627 on November 16, 2001  
Filed for reference by Ministry of Education's Official Letter No. 91028232 on March 4, 2002  
Filed for reference by Ministry of Education's Official Letter No. 91059428 on May 3, 2002  
Filed for reference by Ministry of Education's Official Letter No. 91195483 on December 20, 2002  
Filed for reference by Ministry of Education's Official Letter No. 92001491 on January 27, 2003  
Filed for reference by Ministry of Education's Official Letter No. 0940103833 on August 17, 2005  
Filed for reference by Ministry of Education's Official Letter No. 0950113677 on August 23, 2006  
Filed for reference by Ministry of Education's Official Letter No. 0960125038 on August 15, 2007

## Section I. General Regulations

- Article 1 These regulations are provided in accordance with the *University Act* and its enforcement rules as well as with the *Degree Conferral Law* and its enforcement rules with further reference to actual needs.

## Section II. Undergraduate Program

### Chapter One: Admission

- Article 2 National Central University [hereafter referred to as "The University"] admits new students who have been accepted through the University's open-enrollment process as well as second- and third-year transfer students at the beginning of each academic year, contingent upon the circumstances. General regulations for admission are to be established separately.
- Article 3 Those who have graduated from a public senior high-school or accredited private senior high-school or institution of equal standing or who have an equivalent education level and have passed the University's open-enrollment process are eligible to be admitted into the University's undergraduate program at the first-year level.

Those who have completed their first year of undergraduate study or who have graduated from a university and completed their compulsory military service (or are exempt from such service) or who have graduated from a junior-college or vocational school or attained an equivalent education level or have completed all necessary credits from Open University and have passed the University's open-enrollment process are eligible to be admitted into the University's undergraduate program at a corresponding level.

Foreign students may apply for admission into the university in accordance with the regulations set forth in the *Procedures Governing International Student Admissions*. These guidelines are to be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education.

Article 4 The University accepts transfer students who have passed the transfer exam contingent upon there being vacancies in the undergraduate program. However, in keeping with University regulations, no transfer student is permitted to enroll during their first or final year of undergraduate study. All matters relating to the transfer exam shall be referred to the University Admission Committee, which is responsible for drawing up admission guidelines in accordance with the regulations set forth in the Ministry of Education's *Official Procedures for the Verification of University Transfer Enrollments*.

The enrollment of transfer students shall be processed in accordance with the regulations set forth in the University's *Guidelines for Student Transfer Enrollment*. These guidelines are to be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education.

Article 5 Newly admitted students and transfer students shall complete the enrollment process within the allotted time; any student who fails to do so shall be disqualified from enrolling in the University.

Article 6 Newly admitted students who meet one of the following conditions may apply for a deferral of their admission prior to the registration deadline:

- I. The student **who** has a serious illness requiring long-term treatment and can present **documented evidence** (verification) from a regional hospital or medical center under the National Health Insurance Program.
- II. The student **who** holds a low-income certificate issued by the local government at the district level or above.
- III. The student **who** is an Overseas Chinese student or foreign student who is unable

to report for registration on time due to unforeseen reasons.

IV. The student **who** is unable to register for the semester due to unforeseen circumstances.

V. A student **who has** received notification to report for military service after being admitted to the university.

Students **who have been** granted admission deferral need not pay any fees during the deferral period. All admission deferrals will be valid for one year with the sole exception of deferrals due to compulsory military service, in which case the prospective applicant must file an In-Service Soldier Certificate for the additional extension and apply for admission with the Military Service Release Order. No transfer students are eligible to apply for an admission deferral.

Article 7 Upon admission, newly admitted students and transfer students must present various documents including a completed physical examination, a completed registration form, and basic data sheet. The University will keep a permanent record of the registration status of all students. The name (as well as Chinese character form) and date of birth of each new student must match the name and date of birth on the student's identification card. Any date on an enrollment document which does not match the data on the respective student's identification card must be corrected immediately.

## Chapter Two: Payment of Tuition, Registration and Course Selection

Article 8 The University shall publicly announce all necessary fees before the registration period **at the beginning** of each semester. Students who have obtained an approved leave of study or who have been expelled from school after registration shall have their fees reimbursed in accordance with the terms set forth in the *Guidelines for Reimbursing Fees in the Case of Expulsion or Approved Leave*.

Article 9 Students must pay all fees within the designated deadline or face expulsion except in the case of those students who have filed for and been granted an admission deferral or an approved leave of absence. Registration extensions are limited to two weeks after the semester begins.

Article 10 Course selection must be made in accordance with the schedule of course requirements as set forth by the university and relevant undergraduate program and completed within the deadline announced each semester. Moreover, to that end, each student must first obtain the approval of his or her advisor and/or program head wherever such approval is required. No student may enroll in two courses that have

overlapping time schedules or in any course whose course number or course title matches that of a **course taken** previously for which the student has earned credit hours; any credit hours acquired in this manner shall be considered invalid.

Article 11 Undergraduate students are expected to fulfill no fewer than 16 credit hours of course work each semester of their freshman through junior academic years, and shall take no less than 9 credits each semester of their senior academic year. Students who are unable to fulfill the minimum number of earned credit hours shall be expelled from the university unless their failure to meet the minimum requirement for earned credit hours is due to unforeseen circumstances and approved by their advisor and/or departmental or program head. In such cases, all procedural steps must be completed before the deadline for the submission of the course selection form to the curriculum division.

Article 12 Students taking courses during the summer session must abide by the University's *Rules for the Implementation of Summer Courses*. These guidelines are to be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education.

Article 12-1 The selection of courses at other universities must abide by the University's *Interuniversity Course Selection Implementation Guidelines*. These guidelines are to be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education.

### Chapter 3: Duration for Study, Credits, Grades

Article 13 The University has adopted an academic year credit system; undergraduate students are expected to complete their program of study within four years, with no fewer than 128 earned credit hours.

Students are required to take a physical education course each semester of their first three academic years, two of which must be Freshman PE I and Freshman PE II and the remaining four physical education electives, but no credit hours earned from these six courses can be counted toward the 128 earned credit hours required for graduation. Only students who have completed these physical education requirements are eligible to 1 credit hour physical education elective courses, **moreover**, no credit hours earned from such courses may be counted toward the minimum number of earned credit hours required for graduation.

Service Education is a required non-credit course that must be taken **in** both

semesters of an academic year.

Military Education is a selective course whose credits are also not included in the minimum number of earned credits required for graduation.

Students who wish to apply for a waiver of course requirements must do so in accordance with the rules and regulations set forth in the University's *Credit Waiver Guidelines*, which shall be specified separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education.

Article 13-1 Students who fail to earn the necessary required credit hours within the designated period of time may file for an extension of their period of study for up to two academic years.

Physically or mentally disabled students who are pursuing an undergraduate degree may file for an extension of their period of study for up to four years depending on their physical and mental condition and learning needs.

Whether or not students who are studying in a non-degree conferring program or pursuing a minor or double major are able to file for an extension of their period of study will depend on the requirements of their respective programs.

Article 14 Second-year transfer students are expected to have earned at least 82 credit hours within three years of their admission to the university; third-year transfer students are expected to have earned at least 50 credit hours within two years of their admission.

Article 14-1 The University accepts students who have graduated from both two-year and four-year institutions and are seeking to earn a bachelor's degree. Students holding an associate's degree must remain enrolled in the university for at least two years; students who already hold a B.A. degree must remain enrolled in the university for at least one year.

Article 15 The University uses the semester hour value, with one credit hour being awarded on the basis of 18 hours of completed classroom time per semester for regular courses and 36-72 hours per semester in the case of practicum or laboratory courses.

Article 16 Grade assessment at this University is classified into the following categories:

- I. Daily examinations of student progress administered at a time determined by the instructor.
- II. Provisional quizzes and exams administered by the instructor during class hours.
- III. Mid-term exams administered by the instructor during the middle of each semester.

- IV. Final exams administered by the instructor at the end of each semester during the stipulated time period.
- V. Term papers where assigned by the instructor.

Article 17 Students are given scores for both academic work (including practicum) and conduct. The grading method is based on a 100-point scale, with 100 being the highest possible grade and 60 points being the lowest passing grade. Grades are grouped according to the following scale:

Excellent: 90 points or above

Good: 80 to 89 points

Fair: 70-79 points

Poor: 60-69 points

Failing: Less than 60 points

Article 18 The methods for calculating semester grade point averages are as follows:

- I. The credit hours of the course multiplied by the grade obtained is the grade point.
- II. The sum of the credit hours of the courses taken in a semester is the total credit hours.
- III. The sum of all grade points is the total grade points.
- IV. The total credit hours divided by the total grade points is the grade point average for the semester.
- V. The calculation of semester grade point averages shall include failed courses and retaken courses. Credit hours and grades earned from summer session courses shall not be incorporated into the calculation of the semester grade point average grade, but shall be included in the calculation of graduation credits and graduation grades. Any course whose course number or title matches that of a previously taken course for which the student has earned credit hours shall not be counted towards the student's minimum graduation requirements. If a course is two semesters long but the student has only taken it for one semester, any credit hours earned from that course shall not be counted toward the student's minimum credit hours required for graduation.
- VI. The calculation of semester grade point averages shall include failed courses and retaken courses. Credit hours and grades earned from summer session courses shall not be incorporated into the calculation of the semester grade point average grade, but shall be included in the calculation of graduation credits and graduation grades. Any course whose course number or title matches that of a previously taken course for which the student has earned credit hours shall not be counted towards the student's minimum graduation requirements. If a course is two semesters long but the student has only taken it for one semester, any

credit hours earned from that course will not be counted towards the student's minimum graduation credits.

- Article 19 No student grade may be altered after the instructor has submitted it to the Office of Academic Affairs. However, if an instructor has failed to submit a grade or has inadvertently submitted the wrong grade, he or she must, redress the lapse within two weeks after the commencement of the new semester by submitting a written statement via his or her immediate superior to the dean of Academic Affairs, who shall convene a meeting of the Academic Affairs Committee to decide the issue.
- Article 20 Unsatisfactory grades may not be amended by a make-up exam. Required courses must be retaken.
- Article 21 Any student whose credit hours for courses failed amounts to half or more of the credit hours attempted in any given semester for two semesters during the student's course of study shall be asked to withdraw from the university.
- Article 22 Any student who is an overseas Chinese student, a foreign student or student from Mongolia or Tibet who has come to Taiwan expressly to study or who is a native aboriginal or child of a civil servant posted abroad or who meets the Ministry of Education's criteria for "outstanding college athlete" shall be asked to withdraw from the university if their credit hours for courses failed amounts to two-third's or more of the credit hours attempted in any given semester for two semesters of the student's course of study.
- Article 22-1 Physically and mentally disabled students are not subject to the provisions set forth in Articles 21 and 22 governing mandatory withdrawal due to unsatisfactory performance.
- Article 23 Students whose total credit hours for the semester **that** does not exceed nine credit hours are not subject to the provisions set forth in Articles 21 and 22.
- Article 24 Credit hours for military education and physical education courses shall be included in the calculation of credit hours when determining whether the student is subject to the provisions set forth in Articles 21, 22, and 23.
- Article 25 In the event that a student is overseas, all matters pertaining to the student's academic studies and enrollment status shall be handled in accordance with the University's *Guidelines for Processing Matters Relating to the Academic Studies and Enrollment Status of Students Studying Overseas*. These guidelines are to be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education.

Article 26 Courses which include both a lecture component and a laboratory component or internship may be divided into two separate courses, in which case their respective credit hours and grades are to be calculated separately.

Article 27 Any student who is unable to take a semester exam due to serious illness or the loss of a family member must submit proof to the Office of Student Affairs in order to apply for a leave of absence and, moreover, may not take a make-up exam without first obtaining the approval of the dean of Academic Affairs.

Article 28 Students taking exams must abide by the terms stipulated in the University's *Regulations Governing Student Examinations*. These regulations are to be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee.

Any newly admitted student or transfer student who is found to have engaged in a fraudulent practice or irregularity during the admission exam that is determined by the Admissions Committee to have been of a serious nature shall have his or her eligibility for admission revoked or enrollment status cancelled should this discovery come to light after the student has formally enrolled.

Any student of the University who assists someone in cheating on an exam shall be referred to the Office of Student Affairs and punished in accordance with the University's *Regulations Governing Student Rewards and Punishments*.

#### Chapter 4: Leave of Absence, Absences, Point Deductions

Article 29 Students who are unable to attend a course for any reason may ask for a leave of absence in advance from the Office of Student Affairs in accordance with the terms set forth in the University's *Regulations Governing Student Leave of Absence*.

Article 30 Those who are absent from class without prior permission or who have exceeded their approved leave of absence without obtaining a prior extension shall be deemed absent without leave. One hour of unattended classroom time shall be regarded as five hours of unapproved leave of absence. Those with 45 hours of unapproved leave of absence shall be asked to withdraw from the University.

Article 31 Any student who has been absent from class more than one-third of the total class hours during the course of the semester is not permitted to take part in that course's semester exams, and shall receive a course grade of zero.

#### Chapter Five: Minors (Intra- and Interdepartmental), Double Majors,



## Transfers (Intra- and Interdepartmental), Non-Degree Conferring Programs

- Article 32 Students applying for a minor must comply with the University's *Guidelines for Students Seeking a Minor*. These guidelines are to be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education.
- Article 33 Students applying for a double major must comply with the University's *Guidelines for Students Seeking a Double Major*. These guidelines are to be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education.
- Article 34 Students applying to a non-degree conferring program must comply with the University's *Guidelines for Students Studying in a Non-Degree Conferring Program*. These guidelines are to be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee.
- Article 34-1 Students applying for a minor (whether intra- or interdepartmental), a double major or non-degree conferring program of study at another university must comply with the relevant guidelines governing the University's cooperative agreement for interuniversity exchanges.
- Article 35 Students applying for a transfer (whether intra- or interdepartmental) must comply with the University's *Procedures for Students Changing Majors, Departments, Tracks or Programs of Study*. These guidelines are to be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education.
- Article 36 Transfer students (both intra- and interdepartmental) must fulfill all course and graduation requirements of the department into which they are transferring (as set forth by the department at the time of the transfer) before being permitted to graduate. Any additional course requirements entailed by a transfer (whether intra- or interdepartmental) must be approved by the chairperson or head of the department or program into which they are transferring in the case of degree conferring programs.
- Article 37 In the case of transfers (whether intra- or interdepartmental) in which the student loses a year or is required to repeat a year in the program into which they have transferred (whether intra- or interdepartmental), this loss of time shall not be included in the calculation of the student's maximum period of study.

## Chapter 6: Suspension of Studies, Resumption of Studies, Transfers, Expulsion

Article 38 Students who, because of serious illness (for which they must present verification from a regional hospital or medical center under the National Health Insurance Program) or other compelling reason (for which they must also present relevant verification), may apply to the Office of Academic Affairs for a suspension of studies after first obtaining the consent of a parent or legal guardian.

If a suspension of studies is granted, any course grades received during the semester in which the student applied for the suspension will not be taken into account in the calculation of his or her grades; nor shall any semester in which a suspension of studies was granted be included in the calculation the student's period of study.

Article 39 Any student determined to be in one of the following circumstances shall be asked to withdraw from the University:

- I. Has been absent from class for one-third or more of the total semester hours.
- II. Is suffering from an illness from which he or she is unlikely to recover within six weeks as substantiated by a regional medical center or hospital under the National Health Insurance Program.

Article 40 Students applying for a suspension of studies may do so for one semester to two school years each time they apply. In principal, the maximum period a student may suspend their studies is two school years, but students who have come to the end of their period of suspension but, because of a serious illness or other compelling reason, must apply for an extension of their suspension, may do so for an additional year with the approval of their departmental or program head and the dean of Academic Affairs.

Students whose suspension of studies has come to an end must apply for resumption of studies or face expulsion from the University.

Students who are required to fulfill their compulsory military service during a suspension period must submit verification of their military status in order to apply for an extension of their suspension of studies, and, should apply for resumption of studies after their suspension of studies has come to an end and they have received their discharge from further military service, their period of military service shall not be included in the calculation of their suspension period.

Students who apply for a suspension of studies due to pregnancy must produce a pre-birth examination proof before applying. Suspensions due to pregnancy shall not be included in the calculation of a student's suspension period. At the end of the

suspension period, students who have been granted a suspension for reasons of pregnancy must present their child's birth certificate and other relevant documents before applying for resumption of studies.

Article 41 Students applying for resumption of studies must obtain the consent of their departmental or program head and the approval of the dean of Academic Affairs; and, upon resuming their studies, shall continue in their original department, departmental track, or professional-development or degree program at whatever year-level they have not completed. Students who suspended their studies before the end of a semester may not apply for a make-up exam upon resumption of studies; and, moreover, they shall continue in their original department, departmental track, or professional-development or degree program at the year-level in which they applied for a suspension of studies.

If the student's original department, departmental track, or professional-development or degree program has been transformed or ceased to exist, arrangements should be made to place the student in an appropriate department, departmental track, or professional-development or degree program.

The determination of the graduation qualifications of any student who has resumed studies shall be done in accordance with the University regulations or related guidelines during the year in which the student first enrolled in the University.

Article 42 Any undergraduate student determined to be in one of the following circumstances shall be asked to withdraw from the University:

- I. Has been found, upon review, to have been ineligible for admission or transfer.
- II. Has received an unsatisfactory conduct grade.
- III. Has failed to earn the minimum credit hours as stipulated in Articles 21 and 22.
- IV. Has failed to apply for either a resumption of studies or an extension of their suspension of studies after his or her suspension of studies has come to an end.
- V. Has missed the registration deadline or has failed to request approval for a suspension of studies within the designated period.
- VI. Has seen his or her maximum study period come to an end and has applied for an extension of their period of studies but has still failed to complete the required courses or earn the required credit hours in his or her department, tracks or degree program.
- VII. Has voluntarily filed for a withdrawal from the University.
- VIII. Is simultaneously enrolled in another university without having first obtained

approval from his or her department or program at National Central University.

IX. Has been asked to withdraw on the basis of other University regulations or guidelines.

Article 43 Students requesting a transfer shall not be granted formal approval to do so without first having obtained both the consent of a parent or legal guardian and the approval of the dean of Academic Affairs.

Article 44 Students who have some compelling reason to withdraw from the University must obtain both the consent of a parent or legal guardian and the approval of the dean of Academic Affairs.

Article 45 Students applying for a transfer or withdrawal from the University or who have been told they must withdraw from the University may be granted a formal approval to transfer or certificate of studies provided they have completed one semester at the University and received a grade to that effect; but those who are withdrawing from the University because they failed to meet the admission or transfer criteria, or because they have been expelled shall not be issued any documentary proof of studies.

Article 46 Any student who is found to have submitted transcripts or other documentation known to be borrowed, stolen, forged or faked shall have their enrolment status immediately revoked by the University, which will, in addition to notifying the student's parents or legal guardians, permanently withhold the student's transcripts and all other documentary proof of studies. If this discovery is made after the student has already graduated, the University shall demand that the diploma be returned and shall make the revocation of the diploma publicly known.

Article 47 (this article has been struck)

## Chapter 7: Graduation, Academic Degree

Article 48 Students who have completed their period of study and satisfy the following requirements shall be permitted to graduate:

- I. Has completed all course requirements of the University and undergraduate department or program in which they are enrolled within the required period of time and complied with all other relevant regulations.
- II. Has received a passing grade on an English language proficiency test recognized by the University Language Center or taken and passed an "Advanced English" course for two semesters (those who have taken two such

courses are not required to take an English proficiency exam, according to the University's *Implementation Procedures for First-Year Foreign Language Learning and English Language Course Taking and Teaching*, and are exempt from this provision).

III. Has received a satisfactory conduct grade for all semesters enrolled.

Students who satisfy the aforementioned graduation requirements and have gone through the necessary paperwork in compliance with University regulations shall be conferred a Bachelor's Degree.

Article 49 Students who satisfy the following requirements may graduate one semester or one school year prior to their required period of study with the approval of their department or program head and the dean of Academic Affairs:

I. Have satisfied the graduation requirements set forth in Paragraph I of the preceding article (Article 48).

II. Has earned a cumulative grade point average of 80 or above.

III. Has earned a cumulative grade point average that ranks them in the top 10 percent of the students in his or her department, track, or program for that year.

IV. Has earned a conduct grade of 80 or more in each semester in which they have been enrolled.

V. Has earned 70 points or more in all required physical education courses.

The cumulative grade point average shall be calculated in accordance with the provisions in Article 18.

Article 50 Students who have fulfilled all course requirements and credit hours required by their department or program one semester or one school year in advance of their designated period of study but fail to satisfy each requirement set forth in the preceding article should continue to register for classes and the determination of their earned credit hours should be done so by their departmental or program head after consulting the provisions in Article 11.

Article 51 Students who have fulfilled all course requirements and credit hours within the required period of study shall be graduated immediately (with the exception of those pursuing a double major, a minor, a minor track or education degree). Students who are unable to fulfill their course requirements or credit hours within the required period of study may extend their period of study for a maximum period of two years.

Students pursuing a double major who have fulfilled all course requirements and credit hours for a major in one department or program but have not managed to fulfil

the course requirements or credits hours for their second major before the end of their extended period of study, may extend their period of study for an additional year.

Students lacking required credits who must retake a course they have failed or require a remedial course that is only offered in the second semester of their extended period of study need not register for classes in the first semester and may instead file for a suspension of studies (which should not be included in the calculation of allowed suspension of studies period).

Students (with the exception of those who have been recommended by the school to take courses at a university with which the University has a collaborative agreement) who have been permitted to extend their period of study must take at least one course after they register for classes, but this course may not be a physical education, military education or service education course; violators shall be asked to withdraw from the University.

Article 52 In regard to required physical education, the regulations pertaining to the retaking of required courses or **make up** courses are as follows:

- I. Those who failed or were unable to take Freshman Physical Education should make every effort to (respectively) retake or makeup the course during their freshman year. Those who have failed to pass a physical education course during their second or third year must retake the following semester. Those who need to make up a physical education course are only permitted to take one physical education course per semester.
- II. Those who are retaking a physical education course may take up to two physical education courses per semester.

### Section III. Master's Program, Doctoral Program

#### Chapter One: Admissions

Article 53 Those who have passed the University's open-enrollment process and have graduated from a domestic university or independent college accredited by the Ministry of Education and hold a Bachelor's degree or from an overseas university or independent college recognized by the Ministry of Education and hold a Bachelor's Degree or who have an equivalent education level are eligible to be admitted into the University's graduate program at the first-year level.

Foreign students may apply for admission into the university in accordance with the

regulations set forth in the University's *Procedures Governing International Student Admissions*. These guidelines are to be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education.

Article 54 Those who have passed the University's open-enrollment process and have graduated from a domestic university or independent college graduate program accredited by the Ministry of Education and hold a Master's Degree or from an overseas university or independent college recognized by the Ministry of Education and hold a Master's Degree or who have an equivalent education level are eligible to be admitted into the University's doctoral program at the first-year level.

Students in the undergraduate or graduate program who meet the requirements set forth in the University's *Guidelines Governing Direct Admission into a Doctoral Program* level are eligible to be admitted into the University's doctoral program. These guidelines are to be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education.

## Chapter 2: Registration, Course Selection and Thesis Guidance

Article 55 The selection of courses by graduate students must be made in accordance with the schedule of course requirements as set forth by respective departments, graduate institutes, departmental tracks, or professional-development or degree programs; be approved by the head of the relevant department or program; and completed within the deadline announced each semester by the Office of Academic Affairs.

Article 56 The number of credit hours graduate students is expected to take each semester is decided by their respective departments, graduate institutes, departmental tracks, or professional-development or degree programs.

Article 56-1 Interuniversity graduate course selection shall be made in accordance with the University's *Interuniversity Course Selection Implementation Procedures*, which shall be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education.

Article 56-2 The selection of a thesis director shall be made in accordance with Article 4 of the University's *Rules Governing the Master's and Doctoral Degree Qualifying Exam and Thesis Defense*, which stipulates the qualifications required of thesis committee members. Students desiring a specialist or faculty member from outside the university as their thesis director must first obtain the approval of the head of their

respective department or program, and, moreover, must find a faculty member from the University who is willing to serve as a co-director. No one related to the graduate student within three degrees is permitted to serve as the student's thesis director.

### Chapter 3: Duration of Study, Credits and Grades

Article 57 Master's students are expected to complete their course of study in one-to-four academic years.

Doctoral students are expected to complete their course of study in two-to-seven academic years.

Students enrolled in professional-development programs are expected to complete their course of study in one-to-four years. Those who fail to complete their required courses or finish their graduation thesis within the designated period of time may file for a one-year extension of their period of study.

Any graduate student admitted into a degree program as a working professional who fails to complete his or her required courses or thesis within the designated period of time may file for a one-year extension of their period of study.

In cases where a student has changes his or her program, the student's status shall be newly designated as either "part-time student" or "full-time student."

Direct-entry doctoral students must comply with the regulations governing the doctoral student's term of study once they have completed their master's level courses and begun their doctoral courses.

Article 58 Graduation requirements for graduate students are determined by their respective departments, graduate institutes, departmental tracks, or professional-development or degree programs, but in order to qualify for graduation, master's students are expected to earn at least 24 credit hours during their course of study; doctoral students are expected to earn at least 18 credit hours; direct-entry doctoral students are expected to earn at least 34 credit hours (of which at least 18 must be credit hours earned from doctoral courses).

Credit hours specified in the aforementioned paragraph do not include thesis credit hours.

Graduate students are expected to earn at least one credit hour from a graduate course (excluding exempted courses) during their course of study at the University.

Article 59 Grade point averages for graduate students shall be calculated in accordance with the regulations governing the undergraduate program; the graduation grade is the mean



of the student's grade-point average and thesis defense score. The lowest passing grade for graduate courses is 70 points, but for courses offered in the education program, the lowest passing grade is 60 points; unsatisfactory grades may not be amended by a make-up exam. Required courses must be retaken.

Any credit hours or grades graduate students earn from courses offered in the undergraduate or education program may not be included in the calculation of their semester grade-point average or credit hours; nor may these credit hours or grades be counted toward their graduation credits or graduation grade.

Article 60 Any graduate student determined to be in one of the following circumstances shall be asked to withdraw from the University:

- I. Has failed to pass their master's or doctoral degree thesis defense or qualifying exams within the designated period of time.
- II. Has failed to complete all required courses and credit hours or to pass their master's or doctoral degree thesis defense in their final year of study. The duration of a graduate student's period of study is specified in Article 57.
- III. Has failed to take any exams or has earned a zero in all courses taken during a semester.
- IV. Has been found, upon review, to have been ineligible for admission.
- V. Has received an unsatisfactory conduct grade.
- VI. Has failed to apply for either a resumption of studies or an extension of their suspension of studies after his or her suspension of studies has come to an end.
- VII. Has missed the registration deadline or has failed to request approval for a suspension of studies within the designated period of time.
- VIII. Has voluntarily filed for a withdrawal from the University.
- IX. Is simultaneously enrolled in another university without having first obtained approval from his or her department, graduate institute or professional-development or degree program at the University.
- X. Has been asked to withdraw on the basis of other University regulations or guidelines.

Article 61 Graduate students who wish to apply for course waiver must do so in accordance with the rules and regulations set forth in the University's *Credit Waiver Guidelines*, which shall be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the

Ministry of Education.

- Article 62 Master's and doctoral degree defenses are conducted in accordance with the University's *Rules Governing the Master's and Doctoral Degree Qualifying Exam and Thesis Defense*, which shall be established separately and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education.

#### Chapter 4: Transferring to Other Departments, Graduate Institutes, Departmental Tracks, Professional-Development or Degree Programs

- Article 63 Graduate students may not transfer to other departments, graduate institutes, departmental tracks, or professional-development or degree programs unless there are extenuating circumstances to justify such a transfer and the transfer is agreed upon by the head of the relevant departments and the dean of Academic Affairs.

Applications for transferring to other departments, graduate institutes, departmental tracks, or professional-development or degree programs must be submitted before the beginning of the student's sophomore year.

#### Chapter 5: Graduation & Degree Requirements

- Article 64 Graduate students who have satisfied the following conditions are eligible to graduate:

- I. Completed all required courses and credit hours and met the graduation requirements of their respective departments, graduate institutes, tracks, or professional-development or degree programs within the designated period of time.
- II. Passed the University's master's or doctoral degree defense.
- III. Obtained a satisfactory conduct grade in each semester.

Graduate students who are eligible for the education program but have yet to finish the required courses are permitted to graduate in the semester in which they have completed their education program requirements or have relinquished their eligibility for the education program provided they have met all requirements specified in the preceding paragraph and have not exceeded the maximum period of study.

- Article 65 Students who meet the graduation requirements specified in the preceding article and have completed the graduation process in accordance with University regulations

shall be conferred a degree by the University.

Direct-entry doctoral students who are in their final year of study and have passed their qualifying exams but failed to pass their doctoral thesis defense shall be granted a master's degree provided that their thesis is deemed by their thesis examination committee to have met a standard appropriate for a master's degree.

Article 65-1 The conferral of degree certificates to graduate students must comply with the University's *Rules Governing the Master's and Doctoral Degree Qualifying Exam and Thesis Defense*.

## Chapter Six: Others

Article 66 Matters not specifically covered by this section should follow the relevant articles contained in Section Two.

## Section Four: Management of Student Records

Article 67 The name (including the form of the Chinese characters) and date of birth of each student's academic records must match the information stated on his or her personal identification card. Any discrepancy between a student's admission documents and identification card should be corrected immediately.

Article 68 The registration records of those who do not complete their study at the University shall be based on the original registration data and score sheets of each academic year kept by the Office of Academic Affairs.

Article 69 Current students or alumni applying for a change in name or date of birth must present a household registration issued by the Household Registry to the Office of Academic Affairs, where, upon verification, the correction will be entered for future reference.

Article 69-1 Students enrolled in the University are not permitted to be simultaneously enrolled in another university or academic institution; however, those who have the approval of their department, graduate institute, track, or professional-development program or degree program to take a course from another university or who are participating in one of the University's interuniversity cooperative exchange programs are not subject to this restriction.

## Chapter Five: Student Complaint Process

Article 69-2 Any student who believes the University's disciplinary action to be unlawful, improper or an infringement of his or her rights may file a complaint with the Student Complaint Review Committee within the valid period stipulated in the University's *Procedures Governing the Review of Student Appeals*.

Article 69-3 Where a student who has withdrawn or was expelled from the University has filed an appeal challenging this disciplinary action, the disciplinary action shall remain in force until the appeal review panel has reached a conclusion, but any student enrolled in classes at the time the appeal was filed may continue his or her course of study while awaiting the review panel's decision. If the disciplinary action is upheld, any scores or grades earned between the filing of the appeal and the announcement of the review panel's decision shall not be recognized by the University. Any student who has successfully appealed expulsion has 11 days upon receipt of the review panel's formal letter of opinion to file, in person, at the University, an application for reinstatement or for a suspension of studies or be deemed as having relinquished his or her right to be reinstated.

Any student subject to disciplinary action whose appeal to the University has not resulted in a favourable decision may file a new appeal with a higher administrative authority or seek legal redress through the local court system; and should this higher authority or local court find the disciplinary action to have been unlawful or improper, the University shall amend its disciplinary action.

Where a student whose disciplinary action has been amended but is unable to resume his or her course of study in a timely manner due to some unforeseen reason, the University should make every attempt to assist this student in this effort; prior to a resumption of studies, the student may file for a suspension of studies.

## Section VI: Supplemental Provisions

Article 70 The University may make supplementary rules and regulations on matters pertaining to student admission application procedures.

Article 71 The processing of any matters pertaining to the academic status of Overseas Chinese students pursuing a bachelor's degree at the University must comply with the relevant regulations specified in the University's *Study Regulations*.

Article 72 Matters not covered by the University's *Study Regulations* shall be conducted in accordance with the *University Act* and its enforcement rules, the *Degree Conferral Law* and its enforcement rules, and other relevant educational and University rules

and regulations.

Article 73 The aforementioned study regulations shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education. The same procedure applies to any amendment of these study regulations.