

National Central University Study Regulations

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Section One: General Regulations

Article 1

National Central University Study Regulations (hereinafter referred to as the Study Regulations) have been stipulated per the University Act, the Enforcement Rules of the University Act, and the Degree Conferral Act. Actual needs have also been taken into account in the stipulating of the Study Regulations.

Section Two: Undergraduate Programs

Chapter One: Admission

Article 2

At the beginning of each academic year, National Central University (hereafter referred to as NCU or the University) admits undergraduate freshmen who pass the University's open-enrollment process and, depending on the circumstances, second- and third-year undergraduate transfer students. The regulations for admission are to be stipulated separately, and the regulations will take effect after they are ratified by the Ministry of Education (hereafter referred to as the MOE).

Article 3

Those who have graduated from a public senior high school, an accredited private senior high school, or an institution of equal standing, or those 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 one of the following qualifications and have been admitted into the University via the transfer examinations of the University may transfer into the University's undergraduate program at a corresponding level:

1. completed at least two semesters of their undergraduate study;
2. graduated from a junior college or above, or a vocational school;
3. attained an education level equivalent to that of a junior college graduate;
4. being degree-pursuing students that partially completed their study at National Open University: those who earned 36 course credits may transfer into a sophomore class, and those who earned 72 course credits may transfer into a junior class.

Foreign students may apply for admission into the University per the University's International Student Admission Regulations, whose provisions are to be stipulated separately. The International Student Admission Regulations take effect after they are passed by the Academic Affairs Committee and ratified by the MOE.

Article 4

The student vacancies in each undergraduate program of the University generated by admitting students or left by students dropping out may be filled by transfer students admitted via a transfer admission examination. However, the freshman class and the graduating class of the University shall not admit new transfer students.

The said vacancies do not include those left by the students who reserve their admission

status and who voluntarily suspend their studies; neither do they include those created by additional quotas. After transfer admission is conducted, the total number of students in each grade at the University should not exceed the total number of freshmen previously ratified by the MOE for each grade.

Article 5

All freshmen and transfer students newly admitted shall complete the enrollment process at NCU on the specified date. Those who fail to do so will have their admission qualification cancelled.

Article 6

A freshman who meets one of the following conditions may apply to the Office of Academic Affairs for retention of admission status by the registration deadline.

1. The freshman requires long-term medical treatment due to serious illness and can present medical documentation (verification) from a regional hospital or medical center contracted with National Health Insurance Administration (NHIA).
2. The freshman holds a certificate of a low-income household issued by the local government at a village level or above.
3. The freshman is an overseas Chinese student, foreign student, or mainland Chinese student who cannot report for registration on time due to unforeseen reasons.
4. The freshman has to do his military service after being admitted into the University.
5. The freshman is pregnant, delivering a baby, or raising any child under three years old and can present documentation proving the stated conditions.
6. The freshman is unable to report for registration in the current semester due to force majeure.
7. The freshman's condition meets relevant laws and regulations.

Students who apply for retention of admission status may defer their enrollment once their applications are granted, and they do not have to pay any fees during the period wherein their admission status is reserved. The period for the students to reserve their admission status is limited to one year; however, if relevant laws prescribe otherwise, the limitation shall be in accordance with the laws. Students who have to do their military service during the said period may present their Proof of Current Military Status to apply for extending the retention of their admission status. When the extended period expires, the students may submit their Military Service Discharge Order to apply for enrollment at the University.

Transfer students shall not apply for retention of admission status unless they meet the

condition stated in Article 6, Paragraph 1, Subparagraph 5.

Article 7

Upon enrollment, freshmen and transfer students must submit documents including a completed registration form and a completed physical examination card. Students will not be given their student ID card in time if the documents are not completed. The University will keep a permanent record of all students' registration records in their registration forms. Each student's name (as well as its Chinese character form) and date of birth must match those on the student's identity card. Any data in a student's enrollment document that does not match the data on his or her identity card must be corrected immediately.

Chapter Two: Tuition Payment, Registration, and Course Selection

Article 8

All necessary fees that shall be paid by NCU students at the beginning of each semester shall be publicly announced by NCU before the registration period. Students who suspend or terminate their studies after registration due to any reason shall apply for a refund for each payment they made per the Methods for Collecting Tuition and Incidental Fees for Junior Colleges and Above and the Methods for Collecting Fees from Students for Junior Colleges and Above.

Article 9

At the beginning of a new semester, students must pay all fees by the designated deadline and complete all matters required in the notification of registration. Any students who fail to pay all fees by the deadline will be expelled from the University unless they had applied for an enrollment deferral or a suspension of studies and had their applications granted by the University. The time limit for enrollment deferral is two weeks after the semester begins.

If the freshmen and transfer students fail to pay all fees by the deadline in the first semester wherein they are admitted, their admission eligibility shall be revoked, unless they had applied for an enrollment deferral or a suspension of studies and had their

applications granted by the University.

Article 10

Students must select courses from the tables of required courses established by the University and each undergraduate program, complete course selection by the deadline announced in each semester, and obtain the approval of their advisor and the director of their department (degree program) for their course selection. Students shall not enroll in multiple courses that have overlapping schedules, identical course numbers, or identical course titles; otherwise, such courses shall be canceled.

Article 11

Undergraduate students shall take at least 16 course credits each semester in the first, second, and third academic years and at least 9 course credits each semester in the fourth academic year. If any students could not meet the requirements stated above due to any special reasons, they may take fewer course credits than required if they obtain the approval from their academic advisors and the director of their department (degree program). Those students who violate this regulation shall be forced to drop out of school. The application for taking fewer course credits than required must be completed by the deadline for submitting course selection sheets to the Division of Curriculum in the current semester.

Article 12

Summer courses for students shall be handled per the Rules for the Implementation of Summer Courses at NCU, which are to be stipulated separately, implemented upon approval of the academic affairs committee, and submitted to the MOE to be archived.

Article 12-1

Selecting other universities' courses shall be handled per the Implementation Guidelines for Interuniversity Course Selection at NCU, which are to be stipulated separately, implemented upon approval of the academic affairs committee, and submitted to the MOE to be archived.

Chapter Three: Period of Study, Course Credits, and Grades

Article 13

The University adopts the system of academic years and course credits. Undergraduate students are expected to complete their studies within four years, with no fewer than 128 course credits earned in total.

Students are required to take five physical education (PE) courses in five semesters (including Freshman PE I, Freshman PE II, and three PE interest electives in the following three semesters), but any course credit earned from these five PE courses do not count towards the number of course credits required for graduation. Students are not permitted to take more than one PE interest elective with a course title identical to other PE interest electives' (except students on school teams and students who take Adapted PE). Students who have completed these five PE courses are eligible to select a PE interest elective with one course credit, but the credit does not count towards the number of course credits required for graduation.

Student service-learning is a zero-credit required course that must be taken in two semesters (the course numbers of both courses of student service-learning taken by a student shall not be identical).

Military Training is an elective whose credit is not included in the number of credits required for graduation.

Students who wish to apply for a course waiver/transfer must do so per the University's Credit Waiver Guidelines, which shall be stipulated separately and implemented upon approval by the Academic Affairs Committee. The said guidelines shall also be submitted to the MOE to be archived.

Article 13-1

Students who fail to earn the required number of course credits within the designated period of study may extend their period of study for up to two years.

Physically or mentally challenged students who are pursuing a bachelor's degree may extend their period of study for up to four years due to their physical and mental conditions and learning needs.

Students who are pregnant, delivering a baby, or raising any child under three years old and can present documentation proving the stated conditions may extend their period of study for another year.

Whether or not students who are studying in a credit program or pursuing a minor,

minor program, or double major are allowed to extend their period of study shall depend on the regulations of their respective programs.

Article 14

The period of study for students who transfer into a sophomore class at NCU is three years, and within the period the students should earn at least 82 course credits. The period of study for students who transfer into a junior class at NCU is two years, and within the period the students should earn at least 50 course credits.

Article 14-1

Students who have associate degrees (students who graduated from junior colleges) and have been admitted into the undergraduate programs at NCU should have a period of study no less than two years. Students who have bachelor's degrees and have been admitted into the undergraduate programs at NCU should have a period of study no less than one year.

Article 15

The University calculates the course value with course credits. One course credit is awarded for completing 18 hours of classroom time per semester for a regular course and 36-72 hours per semester for a laboratory course. Each credit of a practicum shall be based on at least 72 hours per semester.

Article 16

The evaluations of academic performance at NCU takes the forms as follows:

1. common tests: given by teachers at any time;
2. interim tests: given by teachers during class hours;
3. mid-term exams: given by teachers in the middle of a semester;
4. final exams: given by teachers within a specified period at the end of a semester;
5. term papers: assigned by teachers as they see fit.

Article 17

NCU students' grades fall into two categories: the grade in academic performance (including practical training) and that in conduct. The calculation of scores follows a Percentage System: the maximum grade is 100 marks, the minimum grade is 0 marks, and the lowest passing grade is 60 marks. Except for subjects that have special character

and thus are approved by academic units' curriculum committees and the academic affairs committee to follow an evaluation method using "pass (P)" and "fail (F)," the calculation of all other subjects' grades should follow the Percentage System, and the grades should be represented as integers.

No course credits of a subject or course should be given to a student if the student has had a failing grade in the subject or course or has failed the subject or course.

Article 18

The methods for calculating the average grade for a semester are as follows.

1. Multiply the number of credits of each course by the grade in each course, and the result is the grade points.
2. Subtract the number of credits of the courses graded with "pass" and "fail" from the total number of credits of all the courses taken in a semester, and the result is the total number of course credits for calculating the average grade for a semester.
3. The sum of all grade points of all courses taken in a semester is the total grade points for a semester.
4. Divide the total grade points for a semester by the total number of course credits for a semester, and the result is the average grade for a semester.
5. The calculation of the average grade for a semester shall include failed courses and retaken courses.

Course credits and grades earned from summer courses and advanced summer session courses shall not be incorporated into the calculation of the total number of course credits for a semester and the average grade for a semester but shall be included in the calculation of the graduation credits and the graduation grade.

If the course number or course title of a course taken and passed by a student (including any waived/transferred course) matches that of another course taken and passed by the student, the credits of the course shall not count towards the student's number of course credits required for graduation.

If certain courses have different course numbers but identical course titles or similar course natures, whether the credits of such courses should count towards graduation credits or not should be decided by each department/institute.

If a subject is two semesters long (the sequential order for taking the subject's two courses is decided by the department, institute, in-service program, or degree program that offers the subject) but a student has taken a course of the subject for only one

semester, any course credits earned from either course of the subject may count toward the student's number of course credits required for graduation.

Matters regarding methods of calculating grades shall be handled per the regulations in the University's Guidelines for Processing Students' Grades.

Article 18-1

Current NCU students who study abroad must take at least two courses or earn at least six course credits in the semester wherein they go abroad. All course credits and scores earned by the students in a semester must be entered into their academic record of the semester according to the original transcripts provided by the overseas schools they study at. However, whether the course credits earned overseas should count towards the number of credits required for graduation or not must be decided by the students' home department (graduate institute, in-service program, or degree program). The course credits earned overseas will not count towards the number of course credits earned in a semester, and the scores of overseas courses will not count towards the average score of a semester and the graduation score.

If a student participating in a joint degree program overseas is pursuing a cross-level degree (the combination of a bachelor's degree and a master's degree) but one of the two levels is entirely completed overseas, the course credits and scores earned overseas by the student do not have to be entered into his or her academic record. However, if the student needs to have those overseas course credits admitted by NCU so that the credits can count towards the number of course credits required for graduation, and he or she can therefore meet the requirement for graduation, then the overseas course credits can be entered into his or her academic record.

For students who take courses overseas of their own accord and obtain the approval of their department (graduate institute, division, in-service program, or degree program) before they go abroad, the courses and course credits they take and earn overseas may be handled per the previous subparagraph.

New graduates must complete entering the scores of the overseas courses they took and finish their school-leaving procedure no later than the end of the second week after the first school day of the next semester. Those who fail to submit any documentation of course scores by the deadline should still pay tuition fees for the next semester. If a student takes courses at an overseas school but the number of course credits he or she earned at the overseas school does not meet the required minimum number of course credits stipulated in Paragraph 1 of this article, a note that reads "the number of course

credits earned at an overseas school by the student does not meet the requirement of NCU" should be made in his or her transcript of all academic years. However, special cases approved by the vice president for academic affairs at NCU are the exceptions.

Article 19

Matters regarding teachers' submission of grades, late submission of grades, and correction of grades shall be handled per the University's Guidelines for Processing Students' Grades.

Article 20

Students who fail any courses in any semester should not receive any make-up exams for the failed courses. Students should retake compulsory courses if they fail them.

Article 21

If the number of the course credits of a student's failed courses in any semester reaches or exceeds half of the total number of the course credits of the courses he or she took in that semester, and this condition occurs to the student in any two semesters, then the student should be forced to withdraw from school.

Article 22

Any overseas Chinese student, foreign student, Mongolian or Tibetan student who came to Taiwan for further study, aboriginal student, student whose parent is a public servant posted abroad, or outstanding college athlete who meets the requirements stipulated by the MOE should be forced to withdraw from school if the number of the course credits of the student's failed courses in any semester reaches or exceeds two-thirds of the total number of the course credits of the courses he or she took in that semester, and this condition occurs to the student in any two semesters.

Article 22-1

Physically or mentally challenged students are not subject to the provisions prescribed in Articles 21 and 22 of the Study Regulations governing mandatory withdrawal due to unsatisfactory academic performance.

The account stated in a disability identification, the verification of special education students conducted by each municipal and county (city) government, and the

verification conducted by the Teaching and Learning Advisory Committee shall prevail in the recognition of physically or mentally challenged students.

Article 23

The student whose total number of course credits he or she tries to earn in a semester is within nine is not subject to the regulations in Articles 21 and 22.

Article 24

The total number of course credits of the courses a student takes in any semester referenced in Articles 21, 22, and 23 shall include the number of course credits of the elective courses of Military Training and Physical Education if these elective courses are taken by the student in the semester.

Article 25

During the period wherein a student is abroad, all matters regarding the student's studies and enrollment status shall be handled per the University's Guidelines for Processing Matters Regarding the Studies and Enrollment Status of Students Studying Abroad. These guidelines are to be established separately and be implemented upon approval by the Academic Affairs Committee and appraisal and ratification by the Ministry of Education. The said guidelines shall also be submitted to the MOE to be archived.

Article 26

If a subject can be divided into two components: lecture and laboratory experiment or practical training, an independent course can be established for each of the two components. The course credits of and grades in both courses should be calculated separately.

Article 27

Any student unable to take a semester exam due to any of the conditions listed below must submit proof of the condition to the Office of Student Affairs to apply for a leave of absence. The student cannot take a make-up exam without having obtained the approval of the vice president of Academic Affairs. The grade on the makeup exam shall be the real grade without any change.

1. The student is on official leave.
2. The student is pregnant, delivering a baby, or raising any child under three years old.

3. The student is having a serious illness.
4. The student lost his or her spouse or any relative within the second degree.
5. The student is faced with an unavoidable incident or accident that suddenly occurred.

Article 28

Students taking exams must abide by the terms stipulated in the University's Regulations Governing Student Examinations, which are to be established separately and implemented upon approval by the Academic Affairs Committee.

If a newly admitted student or transfer student is found to have cheated in an entrance exam, and the student's cheating behavior is proven to be true and determined to be severe by the Admissions Committee, his or her eligibility for admission should be revoked. If this discovery is made after the student has enrolled at NCU, his or her enrollment status shall be revoked.

Any NCU student having assisted anyone in cheating in an exam shall be referred to the Office of Student Affairs and be punished per the University's Regulations Governing Student Rewards and Punishments.

Chapter Four: Leave of Absence, Absences, Deduction of Points

Article 29

Students who are unable to attend a course for any reason must ask for a leave of absence in advance from the Office of Student Affairs per the University's Regulations Governing Students' Leave of Absence.

Article 30

Those who are absent from class without prior permission or who have exceeded their approved leave of absence without having obtained proper permission to extend the leave shall be deemed absent without leave. An instructor may reduce a student's grade according to the degree of his or her absence without leave.

Article 31

Any student who has been absent from class for more than one-third of the total class hours of a course in a semester is not permitted to take the course's semester exams and

shall receive a course grade of zero.

Students who are pregnant, delivering a baby, or raising any child under three years old are not subject to the regulations in the previous subparagraph.

Chapter Five: Minor (Division and Degree Program), Double Major, Transferring into Another Department (Division and Degree Program), and Credit Program

Article 32

Students applying for a minor or a minor program must follow the Guidelines for NCU Students Taking a Minor or a Minor Program. These guidelines are to be established separately, implemented upon approval by the Academic Affairs Committee, and submitted to the MOE to be archived.

Article 33

Students applying for a double major must follow the Guidelines for NCU Students Taking a Double Major. These guidelines are to be established separately, implemented upon approval by the Academic Affairs Committee, and submitted to the MOE to be archived.

Article 34

Students applying for a credit program must follow the Guidelines for NCU Students Taking a Credit P

rogram. These guidelines are to be established separately, implemented upon approval by the Academic Affairs Committee, and submitted to the MOE to be archived.

Article 34-1

Students applying for a minor (division or degree program), a double major, or a degree program at any other university must follow relevant guidelines regarding the exchange and cooperation between NCU and other universities.

Article 35

Students applying for transferring into another department (division or degree program) must follow the Procedures for Students Changing Departments, Graduate Institutes, Divisions, or Programs at NCU. These procedures are to be established separately, implemented upon approval by the Academic Affairs Committee, and submitted to the MOE to be archived.

Article 35-1

Students who apply for the inter-university transfer into a department, division, or degree program at a university in the University System of Taiwan must do so per the Implementation Guidelines Governing the Transfer of Students of the University System of Taiwan into Another Member University of the System.

Article 36

Students who transfer into another department (division or degree program) must fulfill the course-taking and graduation requirements stipulated by the department (division or degree program) they transfer into before they are permitted to graduate. The courses that they should take to meet the course-taking requirements of the department (division or degree program) they transfer into should be determined by the director of the department (division or degree program) they transfer into.

Article 37

For students who transfer into a lower grade level in another department (division or degree program), their repeated grade level in the department they transfer from and the department they transfer into will not count towards the maximum period of study for the department (division or degree program) they transfer into.

Article 38

Students who apply for a suspension of studies for any reason with the approval of their parent, legal guardian, and department (division, program, or degree program) may apply to the Office of Academic Affairs for going through the process to leave school. The process to leave school shall be completed by the period of the final exam stipulated on the University's school calendar.

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 admitted, and neither shall any semester in which a suspension of studies was granted be included in the student's required period of study.

Article 39

Students in one of the following situations should be asked to suspend their studies.

1. Their leave of absence within a semester has exceeded one-third of the semester.
2. They have been ill, and a regional hospital or hospital of a higher level that contracted with National Health Insurance Administration proved that they are unlikely to recover within six weeks.

Article 40

Students may apply for a suspension of studies for one semester to two academic years each time they apply. In principle, the maximum period a student may suspend their studies is two academic years. However, if a student's maximum period of suspension has come to an end but, due to a serious illness or any other serious reasons, he or she must apply for another suspension of studies, then his or her period of suspension may be extended for another two years if the director of the student's department (degree program) and the vice president of academic affairs deem it proper and thus approve the application.

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

Students who are required to do their military service during a period of suspension must submit their Proof of Current Military Status to apply for an extension to their suspension of studies. When the extended period expires, the students may submit their Military Service Discharge Order to apply for a resumption of studies (the period in which a student does his military service does not count towards his maximum period of suspension of studies).

Students may present relevant documentation to apply for a suspension of studies due to pregnancy, childbirth, or raising any child under three years old. The period of this sort of suspension of studies does not count towards a student's maximum period of suspension of studies. When the period of the suspension expires, the students may submit the birth certificates of their children or relevant documentation to apply for a

resumption of studies.

If relevant laws prescribe otherwise, the laws shall take precedence over the regulations in this article.

Article 41

Students applying for a resumption of studies must obtain the consent of the director of their department (degree program) and the approval of the vice president of academic affairs before the new semester begins. Upon resuming their studies, the students shall continue studying at their original department (division, program, or degree program) at the level they have not completed.

If the above-mentioned original department (division, program, or degree program) has been altered or shut down, the college to which the original department (division, program, or degree program) belongs shall guide the students to continue their studies at a proper department (division, program, or degree program).

The review and recognition of the graduation qualifications of students who have resumed their studies shall be conducted per the University's Study Regulations of the academic year in which the students in question were admitted into the University as well as relevant guidelines and regulations of the University.

Article 42

Any undergraduate student in one of the following circumstances shall be forced to withdraw from school.

1. The student has been found, upon review, to have been ineligible for admission or transfer.
2. The student has received an unsatisfactory conduct grade.
3. The student has had an unsatisfactory academic performance and thus meets the condition as stipulated in Article 21 or Article 22 of the University's Study Regulations.
4. The student has failed to apply for either a resumption of studies or an extension to their suspension of studies after his or her suspension of studies has come to an end.
5. The student has missed the registration deadline or has failed to request approval for a suspension of studies within the designated period.
6. The student's maximum period of study had come to an end, but after his or her application for extending the period of study was granted, he or she still failed to complete the required courses or earn the required course credits at his or her primary

- department, division, or degree program.
7. The student has voluntarily filed for a withdrawal from school.
 8. The student is simultaneously enrolled at another university without having obtained approval from his or her department or degree program at the University.
 9. The student was admitted into the undergraduate program in national defense at the University but was forced to quit the program.
 10. The student has been forced to withdraw from school per the University's Study Regulations and other regulations of the University.

Article 43

Students who request to a transfer into another university must obtain the consent of their parents or guardians and the approval of the vice president for academic affairs before they are given a transfer certificate.

Article 44

Students who apply for withdrawal from school due to any cause beyond their control must obtain the consent of their parents or guardians and the approval of the vice president for academic affairs.

Article 45

Students who apply for a transfer into another university or withdrawal from NCU or who were expelled from NCU may be given a formal **agreement** to transfer or a certificate of studies if they completed one semester at NCU and received their grades for the semester. However, students who were expelled from NCU due to their failure to meet the criteria for admission or transfer or students whose enrollment status was revoked shall not be given any documentary proof of studies.

Article 46

Any student who is found to have submitted any academic and educational documentation known to be borrowed, stolen, forged, or faked shall have his or her **enrollment** status immediately revoked by NCU. **Other than** a notification sent to the student's parent or guardian, the student will not be given any documentation related to his or her studies at NCU. If this discovery is made after the student has already graduated, NCU shall demand that the student's diploma be returned and announce the cancellation of the student's qualification for graduation.

Article 47 <Deleted>

Article 48

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

1. having met all course requirements prescribed by the University and the undergraduate program of the department in which the students are enrolled within the required period and having met the requirements prescribed by other relevant regulations;
2. passed the elective course " Second Year English" or received a passing grade on an English language proficiency test recognized by the University's Language Center (those who are exempt from taking an English proficiency test per the University's Implementation Guidelines on Taking and Teaching the Courses of Freshman Foreign Language and Second Year English may be free from the regulations in this article). If any college establishes its own standards for passing foreign language proficiency tests, and if the standards are approved by the Academic Affairs Committee, the standards shall take precedence over the regulations in this article for the students at the college.
3. received a satisfactory conduct grade every semester;
4. passed student service-learning per the University's Implementation Guidelines on student service-learning.

In addition to meeting each requirement listed in the previous paragraph, foreign, Hong Kong, and Macau undergraduates of the University whose graduating grades and schools are equivalent to second grade of senior high school in Taiwan shall earn 12 more course credits required for graduation (excluding military training and PE) if they applied for the University's admission as applicants of equivalent educational levels.

The University shall confer bachelor's degrees on students who have met the aforementioned graduation requirements and have completed the process to leave school per relevant regulations.

The month marked on a diploma shall be January if the diploma is conferred in the first semester, and June if in the second semester.

Article 49

Students who meet the following requirements may graduate one semester or one academic year before the end of their required period of study with the approval of the

director of their department (degree program) and the vice president of academic affairs:

1. having met the graduation requirements listed in Article 48, Paragraph 1;
2. having achieved academic excellence: the criteria for academic excellence are determined by each department (division; degree program) and submitted to the college-level meeting for approval. This provision does not apply to undergraduate students applying for flexible study during the period of their military service;
3. having earned a conduct grade of 80 or above in every semester;

The average grade for all academic years shall be calculated per the provisions in Article 18.

Article 49-1

If a student permitted to graduate per Articles 48 and 49 is involved in any incident of sexual assault, sexual harassment, or sexual bullying, and his or her graduation period is due before the University's Gender Equity Education Committee completes its investigation process, the issuance of the student's diploma may be deferred after the Office of Student Affairs and the Office of Academic Affairs ratify the decision made by the said committee on the deferral of the diploma issuance due to the facts that the case is still being investigated and that the investigation result against the student may cause him or her to fail his or her conduct (because the punishment involves the grading of the student's conduct for graduation) and thus lead to his or her expulsion from the University.

Article 50

Students who have met all course and course-credit requirements stipulated by their department (degree program) one semester or one academic year before their designated period of study but fail to meet each requirement listed in the preceding article shall continue to register for classes, and the number of course credits they should earn should be determined by the director of their department (degree program) after referring to the provisions in Article 11.

Article 51

Students who have met all course requirements and have earned all required course credits within the required period of study shall graduate immediately (except those taking a double major, a minor, a minor program, the teacher education program, a dual degree program, or an overseas exchange program that is approved by NCU). Students who are unable to meet their course requirements or earn enough course credits within

the required period of study may extend their period of study for up to two years.

If students who take a double major have met all course requirements and have earned all required course credits of their home department (or home degree program) but have not managed to meet all course requirements and earn all required course credits of the department (or degree program) of another major before their extended period of study expires, they may extend their period of study again for another academic year.

If students lack any required course credits that must be earned by taking any remedial courses or retake courses that are offered only in the second semester of their extended period of study, they shall be exempt from enrollment in the first semester and proceed to apply for a suspension of studies (the suspended semester does not count towards their maximum period of suspension of studies).

Students who have been permitted to extend their period of study must take at least one course after they enroll (except those students who have been recommended by the University to take courses at collaborative foreign universities), but this course may not be a PE, military training, or student-service learning course. Any student who violates this regulation shall be forced to withdraw from school.

Article 52

Regarding a required PE course, the regulations for retaking it or taking it as a make-up course are as follows:

1. Students who failed Freshman PE I or II or who did not take either of the courses shall retake it or take it as a make-up course. Those who failed any PE course during the third to the fifth semester shall retake it in the next semester. Those who did not take any of such courses and therefore must take any of such courses as a make-up course are allowed to take only one PE course per semester.
2. Those who retake any PE courses are allowed to take at most two PE courses per semester.

Section Three: Master's Programs and Doctoral Programs

Chapter One: Admission

Article 53

Those who graduate from a domestic university or a domestic independent college registered with the MOE and obtain a bachelor's degree, who graduate from a foreign university or a foreign independent college meeting the MOE's recognition standards and obtain a bachelor's degree, or who have an educational level equivalent to a bachelor's degree may enroll for master's programs as first-year master's students at NCU if they are admitted into NCU via a public admission process.

Foreign students may apply for admission into the University per the University's International Student Admission Regulations, whose provisions are to be stipulated separately. The International Student Admission Regulations take effect after they are passed by the Academic Affairs Committee and ratified by the MOE.

Article 54

Those who graduate from a domestic university or a domestic independent college registered with the MOE and obtain a master's degree, who graduate from a foreign university or a foreign independent college meeting the MOE's recognition standards and obtain a master's degree, or who have an educational level equivalent to a master's degree may enroll for doctoral programs as first-year doctoral students at NCU if they are admitted into NCU via a public admission process.

Undergraduate students and master's students compliant with the Guidelines Governing Direct Admissions into Doctoral Programs at National Central University may proceed to directly pursue their doctoral degrees.

Foreign students may apply for admission into the University per the University's International Student Admission Regulations, whose provisions are to be stipulated separately. The International Student Admission Regulations take effect after they are passed by the Academic Affairs Committee and ratified by the MOE.

Chapter Two: Registration, Course Selection, and Thesis Advising

Article 55

Postgraduate students' course selection must be made per the table of subjects/courses specified by their department (graduate institute, in-service program, or degree program). The students must seek the approval of their unit's director for their course

selection results. Postgraduate students' course selection must be completed with the Office of Academic Affairs by the specified deadline in each semester.

Article 56

The number of course credits that a postgraduate student shall earn in each semester shall be determined by the student's department (graduate institute, in-service program, or degree program).

Article 56-1

Postgraduate students' selection of other universities' courses shall be handled per the Implementation Guidelines for Interuniversity Course Selection at NCU, which are to be stipulated separately, implemented upon approval of the academic affairs committee, and submitted to the MOE to be archived.

Article 56-2

The qualifications for a postgraduate student's thesis advisor shall accord with those for a commissioner of a degree examination commission stipulated in Article 4 of the University's Regulations on the Degree Examinations for Postgraduate Students. If a postgraduate student wants any expert or off-campus teacher to participate in advising his or her thesis, he or she has to seek the approval of his or her unit's director, and a teacher at NCU should be a co-advisor for the student's thesis. Any one of a postgraduate student's relatives within three degrees of consanguinity shall not be the student's thesis advisor.

Chapter Three: Period of Study, Course Credits, and Grades

Article 57

The period of study of master's programs is one to four years.

The period of study of doctoral programs is two to seven years.

The period of study of in-service master's programs is one to four years. However, if students do not complete all required courses or their dissertations within the stipulated

period of study, they may extend their period of study for another year.

Students who are pregnant, delivering a baby, or raising any child under three years old and can present documentation proving the stated conditions may extend their period of study for another year.

Those who were admitted into master's programs at NCU as in-service students may extend their period of study for another year if they do not complete all required courses or their dissertations within the stipulated period of study.

When a student alters the academic degree he or she has been pursuing, his or her identity as an in-service student or a full-time student shall be re-identified.

Those who enroll for doctoral programs via direct admission into doctoral programs shall be regulated by doctoral programs' regulations from the day they enroll for doctoral programs.

Postgraduate students who take a double major may extend their period of study for another year.

Article 58

Requirements for postgraduate students' graduation are determined by their department (graduate institute, in-service program, or degree program), but the number of course credits required for graduation is at least 24 for master's students, at least 18 for doctoral students, at least 34 for students admitted via direct admission into doctoral programs (including at least 18 course credits from doctoral programs).

Each number of course credits listed in the preceding paragraph does not include the course credits of the graduation thesis.

A postgraduate student should take any postgraduate course (excluding waived and exempted courses) with at least one course credit during his or her period of study at NCU.

Article 59

The calculation of postgraduate students' average grades on their academic performance shall accord with that of undergraduate students'. A postgraduate student's graduation grade is the average of the student's average grade on his or her academic performance

and the grade on his or her degree examination. The lowest passing grade is 70 marks; however, the lowest passing grade on any course in the Teacher Education Program is 60 marks. Students who fail any courses should not receive any make-up exams for the failed courses. Students should retake compulsory courses if they fail them.

Any course credits or grades that a postgraduate student has earned from courses offered in the undergraduate program or the Teacher Education Program will not be adopted in the calculation of his or her average grade for a semester or the calculation of the number of credits he or she has earned in a semester, nor will these course credits or grades be adopted in the calculation of his or her number of credits required for graduation and his or her graduation grade.

Article 60

Any postgraduate student in one of the following circumstances shall be forced to withdraw from school.

1. The student has not completed his or her qualification examination per the study regulations stipulated by his or her department (graduate institute, in-service program, or degree program).
2. The student has not completed all required courses, has not earned all required course credits, or has not passed his or her degree examination as his or her period of study comes to an end. Matters regarding the period of study shall be handled per Article 57.
3. The student received a grade of zero in all subjects he or she took throughout all semesters and thus was expelled from the University upon approval of the director of his or her department (graduate institute, in-service program, or degree program) or per the resolution passed by a relevant meeting.
4. The student has been found, upon review, to have been ineligible for admission.
5. The student has received an unsatisfactory conduct grade.
6. The student has failed to apply for either a resumption of studies or an extension to their suspension of studies after his or her suspension of studies has come to an end.
7. The student has missed the registration deadline or has failed to request approval for a suspension of studies within the designated period.
8. The student has voluntarily filed for a withdrawal from school.
9. The student is simultaneously enrolled at another university without having obtained approval from his or her department or degree program at the University.
10. The student has been forced to withdraw from school per the University's Study Regulations and other regulations of the University.

Article 61

Matters regarding postgraduate students' application for course waivers should be handled per the University's Course Credit Waiver Guidelines, which are to be stipulated separately, implemented upon approval of the academic affairs committee

Article 62

Matters regarding postgraduate students' degree examinations should be handled per the University's Regulations on the Degree Examinations for Postgraduate Students, which are to be stipulated separately, implemented upon approval of the academic affairs committee, and submitted to the MOE to be archived.

Chapter Four: Transferring into Another Department (Graduate Institute, Division, In-Service Program, and Degree Program), Minor (Graduate Institute, Division, In-Service Program, and Degree Program), and Double Major

Article 63

Postgraduate students should not transfer into other departments, graduate institutes, divisions, in-service programs, or degree programs unless there are extenuating circumstances to justify such a transfer, and the transfer is approved by the heads of relevant units and the president for academic affairs.

A postgraduate student's application for transferring to another department, graduate institute, division, in-service program, or degree program must be submitted before the beginning of the student's second academic year.

Article 63-1

Matters regarding postgraduate students taking a minor at a department (graduate institute, division, or degree program) are handled per the Guidelines for Students Seeking a Minor at National Central University, which shall be stipulated separately and implemented upon approval by the Academic Affairs Committee. The said

guidelines shall also be submitted to the MOE to be archived.

Article 63-2

Matters regarding postgraduate students taking a double major shall be handled per the Regulations for NCU Students Taking a Double Major, which shall be stipulated separately and implemented upon approval by the Academic Affairs Committee.

Chapter Five: Graduation and Degrees

Article 64

Postgraduate students meeting the following requirements shall graduate immediately.

1. The student has completed all required courses, has earned all required course credits, and has met the graduation requirements of his or her department (graduate institute, division, in-service program, or degree program).
2. The student has passed his or her master's or doctoral degree examination at NCU.
3. The student has received a satisfactory conduct grade every semester.

If postgraduate students who are eligible for the teacher education program but have not completed all required courses in the program meet every requirement stated in the preceding paragraph, and if their period of study has not reached its maximum limit, they are permitted to graduate in the semester wherein they complete all required courses in the program or wherein they give up their eligibility for the program.

Students who pass their oral defense and complete the dissertation verification process shall continue to enroll at NCU and pay their tuition until their period of study comes to an end if they obtain the approval to study abroad, take an exchange program, study for a dual degree, work as interns, or receive training. The approval shall be submitted by the students' department (graduate institute, division, in-service program, or degree program) to the Office of Academic Affairs for ratification.

Article 65

The University shall confer a diploma on students who have met the graduation requirements listed in the preceding article and have completed the process to leave school per relevant regulations.

As the period of study for students who were admitted via direct admission into doctoral

programs comes to an end, if the students had passed the doctoral qualifying exam but failed to pass the doctoral degree examination, the University shall confer a master's degree on the students if the doctoral degree examination committee deems that their theses, works, certificates of achievements, written reports, or technical reports meet the standards for earning a master's degree.

Matters regarding the types of substitutes for a thesis listed in the preceding paragraph shall be handled per the National Central University Regulations on the Degree Examinations for Postgraduate Students.

Article 65-1

The conferment of a postgraduate diploma shall be handled per National Central University Regulations on the Degree Examinations for Postgraduate Students.

The month marked on a diploma shall be January if the diploma is conferred in the first semester, and June if in the second semester. If a student has been compliant with relevant regulations stipulated in this chapter and applies to leave school in the middle of a semester, then the month marked on his or her diploma shall be the month in which he or she actually completes the process to leave school and claims his or her diploma.

Regarding students who meet the requirements listed in Articles 64 and 65 and thus are permitted to graduate, if they are involved in any event of sexual assault, sexual harassment, or sexual bullying, the time for them to graduate has arrived but the investigation of the Gender Equity Education Committee at NCU has not concluded, and their unsatisfactory conduct grade caused by the event could lead to their expulsion, the University may defer the conferment of their diploma per the resolution of the Gender Equity Education Committee at NCU after the resolution is ratified by the Office of Student Affairs and the Office of Academic Affairs.

Chapter Six: Other Matters

Article 66

Relevant regulations in each article of Volume Two of the University's Study Regulations apply to matters not specified in this volume. However, postgraduate students' applications for suspension of studies, resumption of studies, and withdrawal

from school do not require the approval of their parents or guardians.

Section Four: Management of Enrollment Status

Article 67

Each student's name (including the form of Chinese characters) and date of birth recorded in his or her academic records must match the information recorded on his or her national identification card. Any discrepancy between a student's admission qualification documents and his or her national identification card should be corrected immediately.

Article 67-1

Students involved in any incidents that violate academic ethics shall be coped with per the University's Guidelines Governing Students' Reward and Punishment and National Central University's Principles on Dealing with Students' Violations of Academic Ethics.

Article 68

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

Article 68-1

An academic degree conferred by the University on a person shall be revoked if the person is involved in any of the following incidents, and an announcement of the cancellation of the academic degree conferred on the person by the University shall be made. Those who violate the law shall be dealt with per relevant laws.

1. Untrue or fraudulent elements were found in the person's eligibility for admission or condition of studies.
2. Any instances of fabrication, falsification, plagiarism, ghostwriting, or other fraudulent behavior were found in the person's thesis, work, certificate of achievement, written report, technical report, or professional practice report.

After NCU revokes the person's academic degree, the University shall send a notification to the person involved to demand the diploma from the person and inform

other junior colleges, universities, and relevant institutes (agencies) of the circumstances of the revocation and cancellation.

A person whose diploma is revoked and canceled is regarded as a person being expelled from the university; even if the person's period of study has not expired, he or she is not allowed to return to NCU to continue his or her studies.

Article 69

Current students and alumni (including those who did not complete their studies at NCU) applying for changing their names or dates of birth must present their household registration transcripts issued by the Household Registration Office to the Office of Academic Affairs, where the change will be made upon verification.

Article 69-1

NCU students are not allowed to have an enrollment status at another university or academic institution; however, those who have the approval of their department, graduate institute, division, in-service program, or degree program to study at another university or those who study at another university with NCU's approval per the regulations related to interuniversity exchange and collaboration are not subject to this restriction.

Section Five: Student Appeal

Article 69-2

Any student who considers any disciplinary action of NCU to be unlawful, improper, or infringing his or her rights may file an appeal with the Student Appeal Review Committee within the period stipulated in the University's Procedures Governing the Review of Student Appeals.

Article 69-3

If a student who has been expelled from school or whose enrollment status has been

revoked files an appeal, the disciplinary action against the student should not cease due to the filing of the appeal before the outcome of the appeal is determined. However, a current student may continue his or her studies if his or her application for the continuance of studies is approved by the review panel. If the review panel upholds the disciplinary action, any scores or grades earned by the student between the filing of the appeal and the announcement of the review panel's decision shall not be adopted by NCU. Appellants who have won an on-campus appeal to revoke the decision to expel them from NCU or the decision to cancel their enrollment status should come to NCU to apply for a resumption of studies or a suspension of studies within ten days since the next day after they received the review panel's formal letter of opinions, and any appellant who fails to do so within the specified period will be deemed that he or she gives up reinstating his or her enrollment status.

Those appellants who have been punished with disciplinary actions but are not given relief via on-campus appeals may file off-campus appeals and administrative litigations following the law. If a supervising institute has decided or an administrative court has ruled that an original disciplinary action is illegal or improper, NCU should make a different decision.

If any student who receives a treatment based on a different decision made by NCU per the preceding paragraph could not timely resume his or her studies due to any special incident, NCU should assist the student in resuming his or her studies, and the student may apply for a make-up suspension of studies for the period wherein he or she left school before his or her resumption of studies.

Section Six: Supplementary Articles

Article 70

Supplementary regulations on matters regarding students' applications mentioned in the Study Regulations shall be stipulated separately by the University.

Article 71

Regulations in each relevant article of the University's Study Regulations shall apply to the handling of overseas Chinese students, foreign students, and mainland Chinese students' admission status.

Article 72

Matters regarding NCU students studying abroad shall be handled per the Guidelines for NCU Students to Take Further Courses in Cooperative International Institutions and the Implementation Rules of the guidelines.

Article 73

Matters regarding mainland Chinese students and foreign students studying at NCU as exchange students shall be handled per the Guidelines for International Exchange Students Studying at NCU.

Article 74

Matters regarding the dual degree program shall be handled per the Implementation Procedures for the International Dual Degree Program Jointly Held by National Central University and Foreign Universities and Colleges.

Article 75

Those who have been recognized by the MOE as students who cannot normally study due to the impact of calamity may be handled per the Principles for Protecting the Right to Education of the Students at Junior Colleges or Above Who Were Impacted by Calamity.

If the principles in the preceding paragraph involve the time limits for retention of eligibility for admission, suspension of studies, and period of studies, the students in question may extend those time limits for one more year. Special cases approved by the vice president of academic affairs are the exception.

Article 76

The naming of the academic degree of each department (graduate institute, division, in-service program, and degree program) shall conform to international practice and trends and refer to the reference pamphlet of Chinese and English terms of conferred academic degrees announced by the MOE. The naming should also take into consideration the features, course content, course nature, course fields, academic orientation, and practical orientation of each department (graduate institute, division, in-service program, and degree program).

Rules for academic degrees' Chinese and English terms, the notes in diplomas, and other

relevant rules shall be implemented upon approval of the academic affairs committee after they are passed by the affairs meeting of each department (graduate institute, division, in-service program, and degree program).

Article 77

Matters not covered by the University's Study Regulations shall be handled per the University Act, the Enforcement Rules of the University Act, the Degree Conferral Act, relevant laws of education, and relevant regulations of the University.

Article 78

The Study Regulations have been announced and implemented after they were passed by the University Council of NCU. They were also submitted to the MOE to be archived. The same procedure should be applied to the amendments to the Study Regulations.