

## Wenzao Ursuline University of Languages Academic Policies

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## **Volume 1 – General Regulations**

Article I. The Academic Policies for Wenzao Ursuline University of Languages (hereinafter “University”) have been enacted in accordance to the University Act, Enforcement Rules of the University Act, Degree Conferral Law, and Enforcement Rules of the Degree Conferral Law. These Academic Policies are also instituted based on the University’s actual circumstances. Unless stated in other laws and regulations, all academic matters are conducted according to these Policies.

Article II. The University has a Junior College Division whose policies and relevant regulations are stated in a separate document.

## **Volume 2 – University Division**

### **Chapter 1 – Admissions**

Article III. Admission guidelines for new students must be instituted before entrance exams are held and ratified by the Ministry of Education. Admission qualifications are specified in the recruiting brochure.

Article IV. The University admits international students. Admission guidelines for international students are stated in a separate document and submitted to the Ministry of Education for ratification.

Article V. Through international academic collaborations, the University can confer degrees at different levels as well as dual degrees according to relevant laws and regulations. Implementation guidelines for dual degree programs at Wenzao and universities abroad are stated in a separate document.

Article VI. Except for students who must apply for deferment based on military service regulations or due to pregnancy or childbirth and can provide documentation, all newly admitted and transfer students must complete enrollment procedures, submit academic documentation, and pay applicable fees in person or through a delegate by the prescribed date. If the procedures are not completed on time, the admission offer will be withdrawn.

After being admitted to the university, senior high school graduates who participate in the MOE Youth Education and Employment Savings Account Program can apply for deferred enrollment. The time limit of deferring enrollment is 3 years, and this period is not counted towards the maximum time for which students can defer enrollment. Students who need deferments for other reasons must submit special requests. The conditions and time limits of deferments are stipulated in a separate document.

Article VII. If any of the following incidents occur and is confirmed upon an investigation, students who are already enrolled immediately lose their student status. Students who have not yet enrolled lose their eligibility to enroll.

A. A student has been found borrowing, hiding, fraudulently using, forg-

ing or changing academic documents.

B. A student has cheated on the entrance exam and the incident is confirmed upon an investigation.

If any of the above incidents is discovered after graduation, a student's degree will be nullified and a public announcement nullifying the student's eligibility for graduation will be issued.

## **Chapter 2 - Transfers between Schools and Departments, Minors, Double Majors**

Article VIII. When a department has openings, it may admit transfer students from other departments. Procedures for transferring to another department are stated in a separate document.

Article IX. When a department has openings, it may admit transfer students from other institutions. Procedures for admitting transfer students must be ratified by the Ministry of Education. Admission guidelines are stated in a separate document.

Article X. While enrolled, a student may choose a minor, double major or a concentration (including a Concentration in Education). Regulations regarding concentrations are stated in a separate document which must be submitted to the Ministry of Education for future reference. Regulations regarding a concentration are stated in a separate document.

## **Chapter 3 – Registration, Payment, Course Selection, and Transfer of Credits**

Article XI. Students must submit academic records and pay applicable fees in person or through a delegate within the period of time stipulated by the University.

Students who wish to withdraw after classes have started must register and pay fees before completing withdrawal procedures.

Readmitted students must complete readmission procedures within the time limit stated in the readmission notice before proceeding with registration procedures.

Article XII. Students who cannot complete registration procedures must apply for leave according to established procedures and request an extension. The maximum time for an extension is two weeks. Students who do not have approved leave and do not register within the stipulated time limit will be deemed to have voluntarily withdrawn.

Article XIII. The amount of tuition reimbursement for students who withdraw or are expelled is calculated according to guidelines established by the Ministry of Education.

Article XIV. Every semester, students must register for a minimum of 10 credits and a maximum of 27 credits (not including a Concentration in Education). Graduating students and other students who are unable to take the minimum required number of credits may request to be exempt from this requirement; however, they may not take fewer than 4 credits. If the request is granted, students may not ask for a reimbursement of fees paid or receive scholarships or grants based on academic performance for the current semester. Students who take fewer than the required number of credits and do not submit the appropriate request will be suspended. Students must select courses following the Guidelines for Selecting Courses, which are stated in a separate

document. Students enrolled in double majors, minors, the education concentration or other concentrations are not subject to the regulations above regarding the maximum number of credits.

Article XV. Registration for students extending their studies:

- A. Students who extend their studies beyond regulation time must complete registration procedures according to established deadlines of each semester and pay tuition and fees (including those for practicum courses). Tuition and fees are charged according to the actual number of class hours. Rules regarding the minimum number of required credits do not apply.
- B. Students in the Day Division who extend their studies beyond regulation time and take 10 or more credits pay tuition and fees as regular students.
- C. Students who have completed the courses and number of credits required by each department but have not reached language proficiency benchmarks must complete registration procedures according to established deadlines of each semester. Students who do not comply are disciplined according to item A of Article XXII.
- D. Tuition and fee charges stated in items A and B apply to students in the situation described in item C. These students are not subject to the one-course requirement stated in Article XLI.
- E. Students in the Division of Continuing Education pay tuition and fees according to the actual number of class hours taken.

Article XVI. Newly admitted students who have completed courses and earned credits before enrollment can request to have their credits transferred. Credits that are approved may be applied towards graduation requirements. Students must be enrolled for at least a year before graduating. The qualifications of said students are subject to related laws and regulations. Procedures for transferring credits are stated in a separate document.

Article XVII. The University offers courses at its discretion during summer and winter terms. Guidelines are stated in a separate document.

Article XVIII. Students may apply to register in courses in a different division. Regulations are stated in the separate document.

Article XIX. Students who register in classes at an institution approved by the University receive credit that can be applied towards graduation requirements. Regulations are stated in a separate document.

#### **Chapter 4 – Withdrawal, Readmission, Expulsion, Revocation of Student Status**

Article XX. Student withdrawals and readmissions are subject to procedures established by the University. If a student withdraws due to pregnancy, childbirth, for care of children below the age of three or military service, this time period is not counted towards the maximum time for which students can withdraw. Regulations regarding withdrawal and readmission are stated in a separate document.

After being admitted to the university, senior high school graduates who participate in the MOE Youth Education and Employment Savings Account Program can apply for withdrawal. The time limit of withdrawal is 3 years, and this period is not counted towards the maximum time for which students can withdraw.

For students who experience major disasters recognized by competent education authorities, flexible studying regulations regarding their university entrance exam and eligibility, registration, tuition payment and course registration, leave of absence, grades and application for credit transfer, withdrawals, expulsion, readmission, refunds, study period, and graduation requirements are stated in a separate document after resolutions are reached at a university meeting.

Article XXI. Students wishing to withdraw or being expelled must obtain a signed agreement from their parents or guardians. (Students over the age of 20 in the Division of Continuing Education are exempt from the signed agreement.) Students in person or their relatives must complete exit procedures at the University before completing withdrawal and expulsion procedures.

Article XXII. A student will be expelled if any of the following apply. (All relevant units must notify the student suffering this disciplinary action.)

A. A student who has not registered during the prescribed time period or one who has previously withdrawn but has not re-registered within the prescribed time period is deemed to be unwilling to register.

B. An order for immediate expulsion has been decided at the Student Affairs Committee meeting.

C. A student in the Day Division has failed two thirds of the credits he or she has registered for during a particular semester. This does not apply to students with disabilities.

D. For two consecutive semesters, a student in the Division of Continuing Education has failed half of the credits he or she has registered for. This does not apply to students with disabilities.

E. A student's extended period of study has ended but he or she has not fulfilled the requirements for graduation stated in Article XLII.

F. A student holds student status in two institutions simultaneously without the University's consent.

E. Notwithstanding any of the cases stated above, a student requests to be dismissed.

Article XXIII. Students who take nine or fewer credits during a particular semester are not bound by items C and D in Article XXII.

Article XXIV. Students who violate the University's Rules of Conduct or behave inappropriately before graduation or while on leave are subject to disciplinary measures determined by the University in the form of warnings, demerits, probations, suspensions, expulsions or revocations of student status.

Article XXV. Students who are expelled after completing one semester of coursework and have earned grades may request a certificate of attendance from the University. However, students whose student statuses are revoked will not be issued certificates.

Article XXVI. Students who have suffered disciplinary actions, expulsions or revocation of student statuses can appeal by following established procedures if they feel that the disciplinary actions were unjustified. Before the results of the appeals are determined, disciplinary actions are not suspended but students are allowed to

continue attending classes. If disciplinary actions are not changed as result of the appeals, then the date of termination of studies will be the date when disciplinary action was imparted. Grades earned between the date of disciplinary action and confirmations of appeal results are not valid. Fees are reimbursed according to regulations. If students are unsatisfied with the result of the appeals to the University, they may raise an executive appeal. If a higher authority or court determines that the disciplinary actions taken by the University are illegal or inappropriate, the University must modify such actions. The University will help students who as result of disciplinary actions that were later changed but cannot return to classes due to special circumstances get readmitted. For the time period before readmission, students should retroactively apply for withdrawal.

## **Chapter 5 – Exams, Grades, Make-up Exams, Retaking Courses**

Article XXVII. Instructional time for each semester at the University cannot be less than 18 weeks. Classes that meet for one hour every week receive one credit. Internship or laboratory classes receive one credit for every two to three hours of actual class time in a semester.

Article XXVIII. Students receive two kinds of grades--for courses and for conduct. Grades are assigned as percentages with 100 being the highest grade and 60 being the passing grade. Grades for conduct and for transcripts in English are stated in levels of performance. Number grades and their corresponding performance levels are stated in a separate document.

Article XXIX. Student grades will be assigned following the Guidelines for Student Assessment, which are stated in a separate document.

Article XXX. Students' average grades for all the semesters enrolled become their graduation grades. The method for calculating graduation grades is stated below:

- A. The number of points earned is the result of multiplying the number of credits by the points received.
- B. The sum of all the credits taken is the total number of credits.
- C. The sum of all the points earned is the total number of points earned.
- D. The final average grade is obtained by dividing the total number of points earned by the total number of credits.
- E. The final average is calculated including the grades for courses failed but excluding transferred credits.

Article XXXI. Students' graduation grades are determined by the actual number of points earned divided by the total number of credits registered for during all semesters (including winter and summer terms).

Article XXXII. Grades submitted by instructors to the Registration Section of the Office of Academic Affairs (or the Academic Affairs Section of the Division of Continuing Education) cannot be changed. If an error or omission is discovered in grade assignment or calculation, it can be corrected by following the Guidelines for Rectifying or Resubmitting Semester Grades. Requests for change of semester grades must be submitted between the day grade reports are sent and the first two weeks of the following semester.

Article XXXIII. Grading criteria for students' semester grades are decided by individual instructors and announced at the first class meeting of the semester

Article XXXIV. Students who cannot sit for an exam must request a make-up exam from their instructors and present relevant documentation within the stipulated period of time. Students approved to take make-up exams due to official business, hospitalization, death in the immediate family, childbirth or care for children under the age of three receive the actual score. All others receive a score equal to 80% of what they receive on the make-up exam.

For students who have been approved for personal leave (medical leave) or maternity leave due to pregnancy, childbirth, or caring for children under the age of three, their scores will not be deducted. If their leave of absence exceeds 1/3 of the class sessions, they may take a make-up exam or a remedial action to help them, depending on the nature and requirements of the subjects they take. Their make-up exam scores will be the actual scores they receive.

Article XXXV. Student grades are rounded up to the next digit. The average grade for the semester and for graduation is also rounded up and stated with one digit after the decimal point.

Article XXXVI. Students who fail courses may not take make-up exams and are not granted credits. Students who fail required courses must retake those courses.

Article XXXVII. Unless otherwise stipulated by an instructor, students who fail to attend one half of the class sessions (excluding mid-term and final exam week) for personal leave, sick leave, official leave, bereavement leave, wedding leave, paternity leave, miscarriage leave, childbirth or unexcused absences receive a zero as a semester grade for that particular course.

Article XXXVIII. Students' passing grades are included in the calculation of graduation grades but the credits do not count towards graduation credits in one of the following circumstances:

- A. A student has completed only one semester of a year-long class.
- B. A student's department deems that a previously passed course should not be counted towards graduation credits.

Article XXXIX. While the student is enrolled at the University, all mid-term and final exams are archived by the University or the instructor for a year. After a year, they are destroyed following University regulations. In the case of appeals, the exams are kept until the matters are finalized. Students' grades must be duly entered by the University and maintained permanently in case they need to be searched or reviewed by authorities at education-related government agencies.

## **Chapter 6 – Length of Study, Credits, Graduation**

Article XL. The University operates on the basis of academic years and credits. The time limitation for completion of any of the University's four-year college programs is four years in principle. Students must complete at least 128 credits. The time limitation for completion of any of the University's two-year college programs is two years in principle. Students must complete at least 72 credits. Individual departments specify required courses for graduation and may raise the number of graduation credits. Students who cannot complete the required number of credits within the time limitation may extend their enrollment time for a maximum of two years. This rule applies to students who have not reached the language proficiency benchmark. Item E of Article XXII applies to students who at the end of the extension period still have not completed all credits. Students with disabilities may extend their time of

study for a maximum of four years. Students who become pregnant, give birth or care for children under the age of three may also extend their time of study.

Those who have completed studies equal to the sophomore year of a senior high school in Taiwan at an equivalent foreign or Hong Kong / Macao high school may apply for undergraduate programs at the University, and at least 12 credits (make-up credits for high school courses) shall be added to credits required for graduation. Courses with which these credits are associated shall be determined by each department.

Article XLII. Students who attend the full length of the study program and meet all the requirements below are eligible to graduate and are awarded Bachelor's degrees and diplomas.

- A. The student has completed the courses and number of credits required by the department with passing marks and has received passing marks in conduct.
- B. The student has reached benchmarks established by the University or each department on language proficiency exams. The guidelines for language proficiency benchmarks are established by the Office of Academic Affairs and stated in a separate document.
- C. The student has fulfilled the University's requirements for volunteer service and labor service. The guidelines for these are established by the Office of Student Affairs and stated in a separate document.
- D. The student has met all other graduation requirements established by the University and each department.

Graduation requirements established by each department must be approved by the Departmental Affairs Committee, the College Affairs Committee, and the University Affairs Committee before they become effective.

Article XLIII. Students who perform exceptionally well academically may apply for early graduation one semester or one year prior to regulation time if they have completed the courses and credits required by their departments and meet the stipulations in article XLII. Procedures for early graduation are stated in a separate document, which must be submitted to the Ministry of Education for future reference. Students not eligible to graduate early must still register according to established guidelines and pay tuition and fees as regular students.

## **Volume 3 – Graduate Division**

### **Chapter 1 – Admissions**

Article XLIV. Students who hold bachelor's degrees from national public and private colleges and universities, or international institutions recognized by the Ministry of Education, or equivalent academic credentials and who have passed the University's graduate student entrance exam are admitted for graduate studies. Admission guidelines for international students are stated in a separate document and submitted to the Ministry of Education for ratification. Admission guidelines for new students must be instituted before entrance exams are held and ratified by the Ministry of Education. Students admitted with equivalent academic credentials and students in a program unrelated to their undergraduate major must take relevant foundational courses and credits at the undergraduate level. Guidelines are specified by each college.

Article XLV. Newly admitted graduate students who cannot attend classes due to military duty, serious illness, pregnancy, childbirth or caring for children under the age of three may file a deferment application including relevant documentation before the registration period ends. The conditions and time limits of deferments are stipulated in a separate document.

### **Chapter 2 – Payment, Registration, and Course Selection**

Article XLVI. Graduate students must complete registration procedures and pay applicable fees within the stipulated period of time. Students who cannot complete registration procedures before the deadline must apply for an extension according to established procedures.

Article XLVII. Regulations regarding payments to be made by graduate students:

- A. Graduate students pay full tuition and fees during their first two academic years. In their third year, graduate students may pay per credit hour unless they register for four or more credits, in which case they pay full tuition and fees. Pre-graduate students pay full tuition and fees during their first academic year. In their second year, pre-graduate students may pay per credit hour unless they register for 4 or more credits, in which case they pay full tuition and fees. Graduate students who have completed all required courses but have not taken qualifying exams must pay an advising fee (equivalent to three credit hours) every semester.
- B. Students in in-service graduate programs pay per credit hour, in addition to paying full tuition and fees every semester. Those who have completed all required courses but have not taken the qualifying exam must pay full tuition and fees every semester.

Article XLVIII. Every semester, graduate students must register for a minimum of one credit and a maximum of 15 credits. Students who have completed all required courses but have not sat for degree qualifying exams are not subject to this rule.

### **Chapter 3 – Length of Study, Credits, Student Assessment**

Article IL. The time limitation for completion of graduate programs is between one and

four years. In-service graduate students who have not completed required courses or graduation theses may extend their period of study for a maximum of one year.

Students may apply for an extension of their study period when they provide proof that they cannot attend classes due to serious illness, pregnancy, childbirth, or caring for children under the age of three.

Article L. Graduate students must complete a minimum of 30 credits. The number of credits required for graduation is determined by each individual college.

Article LI. If necessary for research purposes, graduate students may register for courses in other colleges (or universities) with the permission of the relevant dean of the college. Each college can determine whether the credits earned can be applied towards graduation. If credits earned cannot be applied towards graduation, then grades received are not calculated with the semester grades.

Article LII. Graduate students receive grades with 100 as the maximum and 70 as the passing grade.

Students who fail to sit for an exam for some reason must request a make-up exam from their instructors and present relevant documentation within the stipulated period of time. For those who have been approved for personal leave (medical leave) or maternity leave due to pregnancy, childbirth, or caring for children under the age of three, their scores will not be deducted. If their leave of absence exceeds 1/3 of the class sessions, they may take a make-up exam or a remedial action to help them, depending on the nature and requirements of the subjects they take. Their make-up exam scores will be the actual scores they receive.

For graduate students, the passing grade for conduct is 60 points.

The graduation grade for graduate students is the average of the grades earned in all academic courses and the average score received on qualifying exams.

Article LIII. Issues related to the degree qualifying exams of graduate students are resolved according to the University's Guidelines for Graduate Degree Qualifying Exams. These are stated in a separate document, which is submitted to the Ministry of Education for future reference.

Article LIV. Issues related to the transfer or exemptions of credits for graduate students are resolved according to the University's Regulations for Credit Transfer and Exemption. These are stated in a separate document.

#### **Chapter 4 – Withdrawal, Readmission, and Expulsion**

Article LV. Matters related to graduate student withdrawals; readmissions, expulsions and violations of University's policies are resolved according to relevant articles in the University Academic Policies.

Article LVI. Graduate students shall be expelled for poor academic performance in any of the situations below:

- A. The student has not completed all required courses and credits and passed the degree qualifying exam within the established period of study.
- B. The student has failed the qualifying exam, is not eligible to retake the exam or has failed the retake exam.

## **Chapter 5 – Graduation and Degree Conferral**

Article LVII. Graduate students who meet all the requirements below are eligible to graduate:

- A. The student has completed the courses and number of credits required by the college and has received passing marks in academic subjects and conduct within the established period of study.
- B. The student has passed the degree qualifying exam.
- C. The student has completed all other requirements of the college within the established period of study.

Article LVIII. Graduate students who meet all the requirements above are awarded Master's degrees and diplomas.

## **Volume 4 – Administration of Student Records**

Article LIX. As required by regulations, the University creates permanent records of a student's student ID, name, gender, date of birth, home address, national ID number, nationality of foreign students, country of residence of overseas students, status upon admission, educational background, date of admission, department and major, with- drawals, readmissions, minor field of study, courses taken, credits earned, grades, grad- uation date, names of parents or guardians, contact information, and photographs of the time when the student was admitted and graduated.

Article LX. The recorded names, national ID numbers and dates of birth of students will be the ones shown on students' national ID cards. Information on admission eligibility documents that differ from what is stated on national ID cards must be rectified.

Article LXI. If a current student or a graduate applies for a change in name, national ID number, or date of birth, he or she must notify the University and present valid docu- mentation issued by the Household Registration Office. The diploma of a graduate will reflect the change and be stamped with the seal of the University.

Article LXII. Within two months of the beginning of every academic year, the Universi- ty must create a yearbook and statistical summary of the newly admitted students and keep permanent records. Names of students who defer enrollment should be kept in a separate file and as permanent records.

Article LXIII. Graduation eligibility is evaluated according to the University's regula- tions. Within four months of the graduation date, the University must create a list of graduates and a statistical summary to keep as permanent records.

Article LXIV. Parents or guardians of students may make an inquiry to the University about information on the students' studies, which the University should process in accordance with the Personal Information Protection Act. The University may actively inform parents or guardian of students about their studies depending on actual needs.

## **Volume 5 - Appendix**

Article LXV. Procedures for student awards and disciplinary actions, procedures for is- suing grades for conduct and other matters are stated in a separate

document. However, procedures for student awards and disciplinary actions must be submitted to the Ministry of Education for future reference.

Article LXVI. Guidelines regarding the student status and academic performance of students who are serving mandatory military service or become exchange students are stated in a separate document.

Article LXVI. These University Academic Policies become effective after approval by the Academic Affairs Committee and the University Affairs Committee, ratification by the President, and submission to the Ministry of Education for future reference. Amendments must follow the same procedure.