

Academic Regulations of Wenzao Ursuline University of Languages

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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 with the University Act, Enforcement Rules of the University Act, Degree Conferral Law, and Enforcement Rules of the Degree Conferral Law. Regulations for the postgraduate professional program are stipulated separately. The guidelines governing academic study for the credit program under the 30⁺ University Pilot Program are stipulated separately. These Academic Policies are also instituted based on the University’s actual circumstances. Unless stated in other laws and regulations, all matters concerning student academic status shall be handled in accordance with 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.

All admitted new and transfer students shall complete the required check-in procedures by the prescribed deadline, submit credentials or documents certifying equivalent academic qualifications, and pay all required fees. However, students who are required to perform military service pursuant to applicable military service laws and regulations, or who, with supporting documentation, are unable to enroll due to serious illness, pregnancy, childbirth, or the need to care for a child under three years of age, may apply to the University to retain their admission status before registration begins. Students who fail to complete the required procedures by the prescribed deadline shall have their admission revoked.

Graduates of senior high schools who participate in the “Youth Education and Employment Savings Account Program” and are admitted to the University may apply to retain their admission status for a maximum of three years. This period shall not be counted toward the University’s otherwise prescribed maximum period for retaining admission status. Beginning with Academic Year 115, participants in the “Youth Career Navigation Program” may retain their admission status for a maximum of two years, and this period shall likewise not be counted toward the University’s otherwise prescribed maximum period for retaining admission status.

Applications to retain admission status for reasons other than those specified above shall be subject to approval on a case-by-case basis. The eligibility requirements and maximum periods for retaining admission status shall be prescribed separately by the University.

Article VII.

If any of the following incidents occur and are 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, forging, or changing academic documents.

B. A student has cheated on the entrance examination, and the incident is confirmed upon 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 vacancies are available, a department or degree program may admit students transferring from another department or degree program. Students in the year levels specified below may apply for transfer to another department or degree program. Transfers between different divisions or different academic systems shall not be permitted. Regulations governing transfers between departments or degree programs shall be prescribed separately.

A. Students in the first to third year of a four-year undergraduate program may transfer to another department or degree program in the semester

following approval of their application.

B. Students in the third year of a two-year undergraduate program may transfer to another department or degree program in the semester following approval of their application.

Article IX. When vacancies are available, a department or degree program may admit transfer students. The regulations governing the admission of transfer students shall be submitted to the Ministry of Education for approval, and the admission guidelines shall be prescribed separately.

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 pay tuition and miscellaneous fees within the prescribed period. Payment of such tuition and miscellaneous fees shall constitute completion of registration.

Students who apply for suspension of studies after the semester has begun shall first pay any outstanding tuition and fees and complete registration before proceeding with the suspension procedures.

Students resuming their studies shall complete the resumption procedures within the period specified in the notice of resumption before proceeding with registration.

Article XII. Students who are unable to complete registration as scheduled for a valid reason may apply for an extension of the registration for a maximum of two weeks. Students who fail to complete registration within the prescribed period without an approved extension and without completing the procedures for suspension of studies or withdrawal from the University shall be deemed to have withdrawn from the University.

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. Students shall take no fewer than 10 credits and no more than 27 credits in each semester, excluding credits from the Pre-service Education Program.

Graduating students or students who, for other special reasons, are unable to take the prescribed minimum number of credits shall submit an application and, upon approval, may be exempt from the minimum credit requirement; however, they shall take no fewer than two credits. Once such an application has been approved, the student shall not be entitled to a refund of tuition and miscellaneous fees and shall not be eligible to receive any scholarship or grant for the semester that is based on academic performance. Students who take fewer than the prescribed minimum number of credits without submitting an application in accordance with the applicable regulations shall be required to suspend their studies.

Applications to exceed the maximum credit limit and other matters related

to course selection shall be handled in accordance with the Regulations Governing Course Selection for Students, which shall be prescribed separately.

Students pursuing a double major, minor, Pre-service Education Program, or other academic programs shall not be subject to the maximum semester credit limit prescribed in the preceding paragraph.

Article XV. Registration for students extending their studies is as follows:

A. Students extending their period of study shall complete the registration procedure within the prescribed registration period of each semester and pay fees based on the number of class hours of the courses taken. However, the minimum semester credit requirement prescribed in the preceding Article shall not apply.

B. Day Division students extending their period of study who enroll in 10 or more credits shall complete registration and pay tuition and fees in the same manner as regular students.

C. Students who have completed all courses and credits required by their department or degree program but have not satisfied the required language proficiency requirement shall complete registration procedures within the prescribed registration period of each semester. No fees shall be charged if no courses are taken. Students who fail to register by the prescribed deadline shall be handled in accordance with Subparagraph A of Article XXIII.

D. Students referred to in the preceding Subparagraph shall remain subject to Subparagraphs A and B of this Article but shall not be subject to the requirement under Article XLI that at least one course is taken.

E. Students in the Division of Continuing Education shall pay fees based on the actual number of class hours taken.

Article XVI. Newly admitted students who have completed courses and earned credits before enrollment may apply once to have their credits transferred. Under the special circumstances specified, students may apply for credit waiver or credit transfer once every semester and the procedures shall be completed before the second week of the university calendar. Late applications will not be accepted. Credit waiver or credit transfer shall be approved by relevant competent authorities. Credits that are approved may be applied towards graduation requirements. Students must be enrolled for at least a year before graduating. Credit waiver and credit transfer are processed in accordance with the following regulations.

A. For credits earned from courses taken in the student's original college/university, the passing mark is 60 for college students and 70 for graduate students. Applications for courses that have been transferred by the student's original college/university will not be accepted.

B. Two courses have the same name or content.

C. Two courses have the same name and content. Two courses have different names, but their contents are the same or similar. Two courses have different names and contents, but they are designed based on a similar nature.

D. Where the credits for the course taken exceed those of the course being transferred, the smaller number shall prevail in the calculation of credits

transferred. Where the credits for the course taken are less than those of the course being transferred, the discrepancy in the number of the credits shall be made up by taking another course stipulated by the competent authorities.

- E. The credit hours earned from one course can only be used to waive one course (and cannot be used to waive more than one course).
- F. If the responsible department/graduate institute/center/degree program unit determines that verification for credit waiver/transfer is required, an applicant shall take a screening test. Credit waiver/transfer may be granted if the applicant passes the test. The entire process shall be completed before the add/drop period.
- G. Each department/center unit shall specify their respective validity periods of all course credits and exception for the handling principles based on their frequency of updating new professional knowledge.
- H. Graduate and undergraduate students may apply for the credit waiver/transfer for a maximum of one half of the total credits required by departments/graduate institutes/degree program units for graduation.
- I. Those who study credits in the extension education and are counted for the entrance examination qualifications shall not be credited for credits after admission. If credits obtained from a credit program of extension education are transferred, the student must study for half of the specified time not less than one year and obtain half of the credits required for graduation.
- J. If the credits transferred are obtained from an online credit program of extension education and the number of transferred credits exceeds one third of the number of the credits required for graduation, the University shall make a list and submit it to the Ministry of Education for future review.

Regulations for credit waiver and credit transfer are stated in a separate document. Any matters not stipulated herein shall be conducted in accordance with the Regulations Governing Credit Waiver and Credit Transfer.

- 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 – Readmission, Suspension, Withdrawal

- Article XX. Student suspension and resumption of studies shall be handled in accordance with the University's Regulations Governing Student Suspension and Resumption. Students may apply for suspension of studies for one semester, one academic year, or two academic years at a time. The cumulative period of suspension shall, in principle, not exceed two academic years. Regulations governing suspension and resumption of studies shall be prescribed separately.

Where a student suspends studies due to military service pursuant to the

applicable Act of Military Service System, or due to pregnancy, childbirth, or the need to care for a child under three years of age, with supporting documentation, the period of suspension shall not be counted toward the maximum suspension period of suspension. After the two-year suspension period has expired, a student who suffers from a serious illness or encounters special circumstances may, with supporting documentation, apply for an extension of the suspension period on a case-by-case basis. Upon approval through the prescribed administrative procedures, the suspension period may be extended for a maximum of two additional years.

Graduates of Senior High School who participate in the “Youth Education and Employment Savings Account Program” and are admitted to the University may apply for suspension of studies for a maximum of three years. Such period shall not be counted toward the University’s otherwise prescribed maximum period of suspension. Beginning with Academic Year 115, students participating in the “Youth Career Navigation Program” may apply for suspension of studies for a maximum of two years, and such period shall not be counted toward the University’s otherwise prescribed maximum period of suspension.

For students who are suddenly affected by a major disaster recognized by the competent education authority, flexible academic arrangements concerning admission and eligibility, registration, tuition and fee payments and course enrollment, leave of absence, grading and credit transfer, suspension of studies, withdrawal, resumption of studies, refunds, the period of study, and graduation requirements shall be prescribed separately upon resolution by the relevant University meeting.

Article XXI. Students applying for suspension or withdrawal must obtain a signed consent letter from their parents or legal guardians. (However, students over 18 are exempt from this requirement.) The suspension or withdrawal application must be completed in person by the student. If the student is unable to complete the procedures personally, a relative may be authorized to act on their behalf to finalize the administrative process.

Article XXII. A student shall be required to suspend studies under any of the following circumstances:

- A. The total number of hours missed due to personal leave and unexcused absence reaches two-thirds of the total instructional hours for the semester, including midterm and final examinations.
- B. The student is ordered to suspend studies by resolution of the Student Rewards and Disciplinary Committee.
- C. The student is required to suspend studies pursuant to other relevant regulations of the University.

Article XXIII. A student shall be required to withdraw from the University under any of the following circumstances. Relevant units shall notify the student before the withdrawal decision is made:

- A. The student fails to complete registration by the prescribed deadline, fails to resume studies by the prescribed deadline, or has reached the maximum period of suspension of studies and is no longer eligible for an extension.
- B. The student is ordered to withdraw from the University by resolution of the Student Rewards and Disciplinary Committee.

- C. For a student in the Day Division, the number of credits for courses in which the student receives failing grades reaches two-thirds of the total number of credits taken in each semester for two consecutive semesters.
- D. Overseas Chinese students, students from Hong Kong and Macao, students from Mainland China, international students, Mongolian and Tibetan students returning from overseas for further study, indigenous students, children of personnel assigned overseas, and students with disabilities shall not be subject to the provision of Subparagraph C.
- E. The student has reached the end of the extended period of study but still fails to meet the graduation requirements prescribed in Article XLII.
- F. The student concurrently holds student status at another institution without the University's approval.
- G. The student voluntarily applies to withdraw from the University without being subject to any of the circumstances specified in the preceding subparagraphs.

Article XXIV. Students who take nine or fewer credits during a particular semester are not bound by item C in Article XXII.

Article XXV. Students who violate the University's Rules of Conduct or behave inappropriately on leave, the school may award or punish students based on the severity of the circumstances and in accordance with student rewards and punishments.

Article XXVI. 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 XXVII. A student who is subject to disciplinary actions, required to withdraw from the University, or deprived of student status may appeal through the University's student appeal system if dissatisfied with the disciplinary action or decision. Before a final decision on the appeal is rendered, filing the appeal shall not suspend the enforcement of the original disposition; however, a student who remains enrolled may continue studying at the University. If the appeal decision upholds the original disposition, the date of termination of study stated on the certificate of study shall be the date of the original disposition. For courses completed with passing grades during the appeal period, the University may issue a certificate of credits earned. A student subject to a disposition under the preceding paragraph who has sought relief through the University's internal appeal process but has not obtained relief may file an administrative appeal and initiate administrative litigation in accordance with applicable laws and regulations. If the original disposition is determined by the competent authority or adjudged by an administrative court to be clearly unlawful or improper, the University shall issue a new disposition. A student who is permitted to resume studies as result of a new disposition issued by the University pursuant to the preceding paragraph but is unable to resume studies on time due to special circumstances shall be provided with assistance by the University in resuming studies. promptly due to special circumstances shall be provided with assistance by the University in resuming studies. The period during which the student was away from the University in resuming studies may be retroactively processed as a period of suspension of studies.

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

- Article XXVIII. 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 XXIX. A student's academic performance and conduct will be evaluated based on a percentage system. A maximum of 100 points may be obtained; the passing score is 60. The conversion table of percentage grade, letter grading system and GPA must be provided in the English transcript. The conversion table is defined in the Guidelines for Assessing Students' Academic Performance.
- Article XXX. Student grades will be assigned following the Guidelines for Student Assessment, which are stated in a separate document.
- Article XXXI. 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 XXXII. Students' graduation grades are determined by the actual number of points earned divided by the total number of credits registered during all semesters (including summer terms and bridging courses).
- Article XXXIII. Grades submitted by instructors to the Registration Section of the Office of Academic Affairs (or the Division of Continuing Education Affairs, Office of Continuing and Extension 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. Applications for correction of semester grades shall be submitted from the date on which grade inquiry becomes available through two weeks after the beginning of the following semester.
- Article XXXIV. Grading criteria for students' semester grades are decided by individual instructors and announced at the first class meeting of the semester
- Article XXXV. A student who is unable to take an examination for any reason may take a make-up examination only after submitting the relevant supporting documents with the prescribed period and obtaining the approval of the course instructor. For examinations centrally scheduled by the Office of Academic Affairs, however, the student must apply to the Office of Academic Affairs for leave. For a student whose leave has been approved and who has been permitted to take a make-up examination, the actual score earned on the make-up examination shall be recorded in case of official leave, hospitalization due to serious illness, or bereavement leave for the death of an immediate family member. For all other approved absences, the make-up examination grade shall be calculated at 80 percent

of the actual score earned. For a student granted personal leave, sick leave, or maternity leave due to pregnancy, childbirth, or the need to care for a child under three years of age, no grade deduction shall be imposed for such absences. Where such absences result in missed class hours exceeding one-third of the total instructional hours for the semester, the course may, depending on its nature and instructional needs, be handled flexibly through a make-up examination or other remedial measures. The grade for any such make-up examination shall be based on the actual score earned.

Article XXXVI. 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 XXXVII. 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 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 (degree program) deems that a previously passed course should not be counted towards graduation credits.

Article XXXIX. Mid-term and final examination papers shall be properly retained by the University or the course instructor for one year and thereafter destroyed by the University in accordance with applicable regulations. Where an appeal is filed in accordance with applicable regulations, the examination papers shall be retained until the appeal procedure or any subsequent remedial procedure has been concluded. All student grades shall be properly recorded and permanently retained by the University for future reference or inspection by the competent education authority.

Chapter 6 – Length of Study, Credits, Graduation

Article XL. The University adopts an academic-year and credit system. The prescribed period of study for four-year undergraduate programs shall, in principle, be four years, and students shall complete at least 128 credits. The prescribed period of study for two-year undergraduate programs shall, in principle, be two years, and students shall complete at least 72 credits. Departments and degree programs may increase the total number of credits required for graduation based on actual needs. Students who fail to complete the required number of credits within the prescribed period of study may extend their period of study for up to two additional years if enrolled in the Day Division and up to four additional years if enrolled in the Division of Continuing Education.

This preceding paragraph shall also apply to students who have not satisfied the required language proficiency benchmark.

Students with disabilities may, due to their physical or mental conditions and learning needs, extend their period of study for a maximum of four years. Students who, due to serious illness, pregnancy, childbirth, or the need to care for a child under three years of age, provide supporting documentation may apply for an extension of their period of study as necessary.

Graduates of foreign schools or schools of the same level and type in

Honey Kong or Macao whose graduating year is equivalent to the secondary year of a senior high school in Taiwan, and who are admitted to a four-year undergraduate program based on equivalent academic qualifications, shall be required to complete at least 12 additional credits for graduation. The additional courses and curriculum arrangements shall be determined by the respective departments or degree programs.

Article XLI. Graduating students who have not completed the necessary credits must extend their studies. Students who must take courses offered in the second semester may apply to withdraw from the University during the first semester and be exempted from registering. Students who register must take at least one course.

Article XLII. Students who have completed the prescribed period of study and meet all of the following requirements shall be eligible for graduation. The University shall award such students a bachelor's degree certificate. If, after investigation, it is confirmed that the circumstances relating to the conferral of a degree involved false information or academic misconduct, the degree shall be revoked, and the previously issued degree certificate shall be publicly declared invalid. Any violation of other applicable laws or regulations shall also be handled in accordance with the relevant laws and regulations.

- A. The student has completed the courses and credits required by the department or degree program and has received passing grades in both academic performance and conduct.
- B. The student has met the language proficiency standards prescribed by the University or the department or degree program. Guidelines governing language proficiency requirements shall be separately prescribed by the Office of Academic Affairs.
- C. The student has met any other graduation requirements prescribed by the University or the department or degree program.

The graduation requirements prescribed by each department or degree program under Subparagraph C of the preceding paragraph, the Chinese and English names of the degrees conferred by each department or degree program, and whether the former degree name shall be indicated on degree certificates following a change in the degree name shall be proposed by the respective department or degree program and implemented upon approval by the Departmental Affairs Meeting (or Degree Program Affairs Meeting), College Affairs Meeting, and Academic Affairs Committee Meeting. The same procedure shall apply to any amendments.

Article XLIII. Students with outstanding academic performance who, one semester or one academic year before completion of the prescribed period of study, meet the following criteria may apply for early graduation. Students who do not meet the criteria for early graduation shall continue to register and complete the required coursework and credits in accordance with applicable regulations governing early graduation, which shall be prescribed separately and submitted to the Ministry of Education for record.

- A. The student has completed all courses and credits required for graduation by the department or degree program and has received passing grades in all such courses.
- B. At the time of application, the student's cumulative academic ranking

is within the top 10 percent of students in the same year level or class of the department or degree program. If the class has fewer than 10 students, the student must rank first.

- C. The student has fulfilled the graduation requirements prescribed by the University and the department or degree program.

Volume 3 – Graduate Division

Chapter 1 – Admissions

Article XLIV. Applicants who have graduated with a bachelor's degree from a public or private, a duly registered private university or independent college, or a foreign university or independent college recognized in accordance with the regulations of the Ministry of Education, or who possess equivalent academic qualifications, and who are admitted through the University's graduate admission process may enroll in the University's graduate institutes.

International students may, upon application and approval, enroll in the University's master's degree programs. The relevant regulations shall be prescribed separately and submitted to the Ministry of Education for Approval.

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 – Graduate institute transfer

Article XLVI. Graduate institutes may admit students transferring from other graduate institutes. A graduate student may, for special reasons, transfer to another graduate institute in the semester following approval of the application. Regulations governing transfers between graduate institutes shall be prescribed separately.

Chapter 3 – Payment, Registration, and Course Selection

Article XLVII. 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 XLVIII. Graduate students shall pay full tuition and miscellaneous fees during the first two academic years. Beginning with the third academic year, they shall pay tuition based on the actual number of credits taken. However, students taking four credits or more shall pay full tuition and miscellaneous fees.

Undergraduate students of the University who are subsequently admitted to one of the University's graduate programs and who have previously taken graduate-level courses may have such credits transferred in accordance with the University's Regulations Governing Credit Waivers and Credit Transfers. After such credit transfer, students shall pay full tuition and miscellaneous fees during the first academic year. Beginning with the second academic year, students taking four credits or more shall pay full tuition and miscellaneous fees; those taking fewer than four

credits shall pay tuition based on the actual number of credits taken. Students who do not take any courses shall pay a thesis supervision fee calculated based on three credits.

Students extending their period of study who do not take any courses shall pay a thesis supervision fee calculated based on three credits each semester.

Article XLIX. The number of credits graduate students may take each semester shall be determined by their respective graduate institutes; however, students shall take at least one credit and no more than 15 credits per semester. Students extending their period of study shall not be subject to these limits.

Chapter 4 – Length of Study, Credits, Student Assessment

Article L. The prescribed period of study for graduate programs shall be no less than one year and no more than four years. However, students enrolled in an in-service master's program who fail to complete the required coursework on their master's thesis within the prescribed period of study may be granted an extension of up to two years.

Students who, due to serious illness, pregnancy, childbirth, or the need to care for a child under three years of age, provide supporting documentation may apply for an extension of their period of study as necessary.

Article LI. Graduate students must complete at least thirty credits. The number of credits required by the Department Meeting, College Affairs Meeting, and Academic Affairs Committee Meeting shall be explicitly outlined in the graduate study regulations of the respective graduate institute and implemented accordingly.

Article LII. For research purposes, graduate students may, with the approval of their department chair, register for courses offered by other departments (or universities). Whether the credits earned are counted toward graduation requirements will be determined by each graduate institute. Credits and grades for undergraduate courses that do not count toward graduation credits will not be included in the calculation of the semester's average grade or total credits earned, nor will they be considered in the calculation of graduation credits and grades.

Article LIII. A 100-point grading system shall be adopted for graduate students, with 70 points constituting a passing grade.

A graduate student who is unable to take an examination for any reason may take a make-up examination only after submitting relevant supporting documentation within the prescribed period and obtaining the course instructor's approval. For a student granted personal leave, sick leave, or maternity leave due to pregnancy, childbirth, or the need to care for a child under three years of age, no grade deduction shall be imposed for such absences. Where such absences result in missed class hours exceeding one-third of the total instructional hours for the semester, the course may, depending on its nature and instructional needs, be handled flexibly through a make-up examination or other remedial measures. The grade for any such make-up examination shall be based on the actual score earned.

The passing grade for conduct for graduate students shall be 60.

The graduation grade for graduate students shall be the average of the student's academic average grade and degree examination grade.

Article LIV. Issues related to the degree qualifying exams of graduate students are re-

solved 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 LV. Issues related to the transfer or exemptions of credits for graduate students are resolved according to Article XVI. Any matters not stipulated herein shall be conducted in accordance with the Regulations Governing Credit Waiver and Credit Transfer. These are stated in a separate document.

Chapter 5 – Withdrawal, Readmission, and Expulsion

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

- Article LVII. A graduate student will be expelled if one of the following conditions occurs (the responsible office should notify the student before the expulsion):

- A. The student has not registered before the deadline or resumed studies after the deadline, or cannot apply for an extension because the term limit of suspension has been reached.
- B. A decision of immediate expulsion has been made at the Student Affairs Committee meeting.
- C. The student has failed to complete the courses and number of credits required.
- D. The student has failed his/her degree exam, is unqualified for re-examination, or has failed the re-examination,
- E. The student has failed to meet the requirements stipulated in Article LVIII before the period of study ended.
- F. The student holds student status at two schools without the consent of this University.
- G. Apply for withdrawal of the student without any of the reasons listed above.

Chapter 6 – Graduation and Degree Conferral

- Article LVIII. 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 LIX. Graduate students who meet all the requirements prescribed in the preceding Article shall be awarded a master's degree and issued a degree certificate by the University.

If, after investigation, it is confirmed that the student's course of study involved false information or misconduct, or that the degree thesis, work, proof of achievement, written report, technical report or professional practice report involved fabrication, falsification, plagiarism, ghostwriting, or other forms of academic misconduct, the degree shall be revoked and the previously issued degree certificate shall be publicly declared invalid.

The Chinese and English names of the degrees conferred by each graduate institute, and whether the former degree name shall be indicated on degree certificates following a change in the degree name, shall be proposed by the respective graduate institute and implemented upon approval by the Departmental Meeting, College Affairs Meeting, and Academic Affairs Committee Meeting. The same procedure shall apply to any amendments.

Volume 4 – Administration of Student Records

- Article LX. 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(degree program) and major, withdrawals, readmissions, minor field of study, courses taken, credits earned, grades, graduation date, names of parents or guardians, contact information, and photographs of the time when the student was admitted and graduated.
- Article LXI. 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 LXII. 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 documentation issued by the Household Registration Office. A degree certificate should include a student's name, date of birth, college (graduate institute, department, degree program), class, month and year of graduation, title of the degree, and certificate number. The certificate for students who obtained double majors or minors at the University or other schools should include the name of the institution and the department from which the double majors or minors were acquired. A reissued certificate should include the date of re-issuance and the University's stamp.
- Article LXIII. Within two months of the beginning of every academic year, the University 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 LXIV. Graduation eligibility is evaluated according to the University's regulations. 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 LXV. 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.

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- Article LXVI. The Regulation Governing Student Rewards and Disciplinary Action, the Regulations Governing the Assessment of Student Conduct Grades, and other related matters shall be prescribed separately. The Regulations Governing Student Rewards and Disciplinary Action shall be submitted to the Ministry of Education for record.
- Article LXVII. Regulations governing academic affairs and student status for student performing military service and for exchange students during their

period of study abroad shall be prescribed separately.

Regarding flexible study measures for the four-year bachelor's degree students born after 2005 and who will be conscripted into the Obligatory Military Service starting from January 1, 2023, the document will be prescribed separately and submitted to the Ministry of Education for future reference.

Article LXVIII. These Academic Regulations shall be promulgated and implemented upon approval by the Academic Affairs Committee Meeting and the University Affairs Committee Meeting, and subsequently approved by the President. It shall be submitted to the Ministry of Education for record. The same procedure shall apply to any amendments.

Approved at the University Affairs Committee meeting on June 6, 2000
Ratified by document Tai (90) Ji (4) Zi No. 90146092 on October 17, 2001
Amended at the Executive Committee meeting on November 7, 2001
Amended at the University Affairs Committee meeting on December 22, 2001
Amended at the Executive Committee meeting on January 28, 2002
Ratified by document Tai (91) Ji (4) Zi No. 91016486 on February 7, 2002
Ratified by document Tai (91) Ji (4) Zi No. 91022382 on February 22, 2002
Amended at the University Affairs Committee meeting on June 29, 2002
Amended at the University Affairs Committee meeting on January 8, 2005
Ratified by the University President on February 21, 2005
Amended at the University Affairs Committee meeting on April 9, 2005
Ratified by the University President on October 17, 2005
Ratified by the University President on November 22, 2005
Ratified by the University President on September 28, 2006
Ratified by document Tai Ji (4) Zi No. 0950149553 on October 13, 2006
Amended at the Academic Affairs Committee meeting on April 3, 2007
Ratified by the University President on May 8, 2007
Ratified by document Tai Ji (4) Zi No. 0960076616 on May 23, 2007
Amended at the Academic Affairs Committee meeting on February 19, 2008
Ratified by the University President on February 27, 2008
Ratified by the University President on March 14, 2008
Amended at the Academic Affairs Committee meeting on April 1, 2008
Ratified by the University President on April 8, 2008
Ratified by document Tai Ji (4) Zi No. 0970055252 on April 14, 2008
Amended at the Academic Affairs Committee meeting on September 30, 2008
Ratified by the University President on October 23, 2008
Ratified by document Tai Ji (4) Zi No. 0970229251 on November 20, 2008
Amended at the Academic Affairs Committee meeting on September 29, 2008
Ratified by the University President on October 12, 2009
Ratified by document Tai Ji (4) Zi No. 0980187018 on October 29, 2009
Amended at the Academic Affairs Committee meeting on March 23, 2010
Ratified by the University President on April 2, 2010
Ratified by document Tai Ji (4) Zi No. 0990060946 on April 22, 2010
Amended at the Academic Affairs Committee meeting on November 30, 2010
Ratified by the University President on December 21, 2010
Ratified by document Tai Ji (4) Zi No. 1000016254 on February 10, 2011
Amended at the Academic Affairs Committee meeting on May 3, 2011
Ratified by the University President on May 12, 2011
Ratified by document Tai Ji (4) Zi No. 1000088193 on May 24, 2011
Amended at the Academic Affairs Committee meeting on December 20, 2011
Ratified by the University President on January 4, 2012

Ratified by document Tai Ji (4) Zi No. 1010007073 on January 16, 2012
Amended at the Academic Affairs Committee meeting on June 12, 2012
Amended at the University Affairs Committee meeting on June 16, 2012
Ratified by document Tai Ji (4) Zi No. 1010121090 on July 2, 2012
Amended at the Academic Affairs Committee meeting on December 18, 2012
Amended at the University Affairs Committee meeting on January 12, 2013
Ratified by document Tai Jiao Ji (4) Zi No. 1020027243 on February 23, 2013
Amended at the Academic Affairs Committee meeting on July 29, 2013
Amended at the University Affairs Committee meeting on September 6, 2013
Ratified by document Tai Jiao Ji (4) Zi No. 1020158330 on October 29, 2013
Amended at the Academic Affairs Committee meeting on December 17, 2013
Amended at the University Affairs Committee meeting on June 7, 2014
Ratified by document Tai Jiao Ji (4) Zi No. 1030117258 on August 13, 2014
Amended at the Academic Affairs Committee meeting on July 8, 2014
Amended at the University Affairs Committee meeting on November 18, 2014
Ratified by document Tai Jiao Ji (4) Zi No. 1030175914 on December 8, 2014
Amended at the Academic Affairs Committee meeting on October 6, 2015
Amended at the University Affairs Committee meeting on December 2, 2015
Ratified by document Tai Jiao Ji (4) Zi No. 1050009646 on January 26, 2016
Amended at the Academic Affairs Committee meeting on May 31, 2016
Amended at the University Affairs Committee on June 15, 2016
Filed for reference by document Tai Jiao Ji (4) Zi No. 1050105354 on August 17, 2016
Amended at the Academic Affairs Committee on October 4, 2016
Amended at the University Affairs Committee meeting on December 14, 2016
Filed for reference by document Tai Jiao Ji (4) Zi No. 1060012370 on February 7, 2017
Amended at the Academic Affairs Committee meeting on March 21, 2017
Amended at the Academic Affairs Committee meeting on June 6, 2017
Amended at the University Affairs Committee meeting on June 14, 2017
Filed for reference by document Tai Jiao Ji (4) Zi No. 1060108278 on August 4, 2017
Ratified by document Tai Jiao Ji (4) Zi No. 1060146561 on October 20, 2017
Amended at the Academic Affairs Committee meeting on March 27, 2018
Amended at the University Affairs Committee meeting on March 23, 2018
Ratified by document Tai Jiao Ji (4) Zi No. 1070122620 on August 20, 2018
Amended at the Academic Affairs Committee meeting on May 28, 2019
Amended at the University Affairs Committee meeting on June 12, 2019
Ratified by the University President on July 4, 2019
Amended at the Academic Affairs Committee meeting on December 24, 2019
Amended at the Academic Affairs Committee meeting on March 24, 2020
Amended at the Academic Affairs Committee meeting on May 26, 2020
Amended at the University Affairs Committee meeting on June 10, 2020
Ratified by the University President on July 2, 2020
Ratified by document Tai Jiao Ji (4) Zi No. 1090106477 on October 26, 2020
Amended at the Academic Affairs Committee meeting on December 22, 2020
Amended at the University Affairs Committee meeting on February 24, 2021
Ratified by the University President on March 18, 2021
Amended at the Academic Affairs Committee meeting on March 23, 2021
Amended at the University Affairs Committee meeting on June 16, 2021
Ratified by the University President on July 9, 2021
Ratified by document Tai Jiao Ji (4) Zi No. 1100101735 on August 31, 2021