

# Wenzao Ursuline University of Languages Academic Policies for the Junior College Division

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## Chapter 1 – General Regulations

- Article I. The Academic Policies for the Junior College Division of the Wenzao Ursuline University of Languages (hereinafter “University”) have been established in accordance to the Regulations for Junior Colleges, Detailed Operation Procedures for Junior Colleges, Degree Conferral Law, Regulations for Establishment of Evening Divisions in Junior Colleges and other related laws and regulations. These Regulations are also instituted based on the College’s actual circumstances. All academic matters are conducted according to these Policies. Matters not stated in this document are handled according to other related regulations.
- Article II. The University has an affiliated Five-year Junior College which admits junior high school graduates or students with equivalent academic credentials.

## Chapter 2 - Admissions

- Article III. Admission guidelines for new students must be instituted before entrance exams are held and ratified by the Ministry of Education. Admission information is stated in a separate document.
- 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. Newly admitted students must complete enrollment procedures in person or through a delegate and submit the academic documents by the prescribed date. If the procedures are not completed on time, the admission offer will be withdrawn.
- Article VI. Newly admitted and transfer students who cannot attend classes due to serious illness, call to military duty, pregnancy, childbirth or care for children under the age of three must file a deferment application including relevant documentation before the registration period ends.
- Deferment applications for other reasons must be approved as individual cases. The conditions and time limits of deferment are stipulated by the University in a separate document.

### **Chapter 3 – Transfers between Institutions and Departments**

Article VII. When a department has openings, it may admit transfer students from other departments. Excepting the fifth-grade students, all other-grade students can apply for transfer to other departments from the first semester of first grade. After the application is approved, they can be transferred to the corresponding departments. Guidelines for inter-departmental transfers are stated in a separate document.

Article VIII. 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 IX. Students who were expelled by the University due to a failing grade in conduct may not return to the University through transferring.

### **Chapter 4 – Completion of Credits & Length of Study**

Article X. The time limitation for completion of any of the University's five-year junior college programs is five years. Students must complete at least 220 credits. Individual departments may specify required courses for graduation and raise the number of graduation credits. Students who cannot complete the required and elective courses and the required number of credits within the time limitation may extend their enrollment time for a maximum of two years. Students who still cannot complete their studies after the extended period are subject to item F of Article XXI.

This rule applies to students who have not reached the language proficiency benchmark. Item F of Article XXI 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 are seriously ill, become pregnant, give birth or care for children under the age of three may also extend their time of study.

Article XI. Students who perform exceptionally well academically and meet all the requirements below are eligible to apply for early graduation one semester or one year prior to the regulation time. Procedures for early graduation are stated in a separate document, which must be submitted to the Ministry of Education for future reference.

(1) The student has completed all the courses and credits required for graduation.

(2) At the time of application, the student's grade average over the years enables him/her to be ranked in the top 10% of his/her department (graduate Institute/degree Program) at the time of application, classes with less than ten students be ranked first.

(3) The student has passed the language proficiency test(s) and met relevant criteria set by his/her department(graduate Institute/degree Program).

### **Chapter 5 – Registration, Payment, Course Selection, and Transfer of Credits**

Article XII. Students must pay applicable fees within the period of time stipulated by the University to complete registration procedures.

Returning students must submit their student IDs and complete payment procedures within the stipulated time at the beginning of the semester.

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 XIII. Students who are unable to complete the registration process as scheduled due to specific circumstances must follow the regulations for taking leaves of absence and request an extension for registration for a maximum duration of two weeks, as determined by the leave of absence regulations. Guidelines for Students in the Day Division Requesting Leave are stated in a separate document. Those who fail to obtain permission for an extension, and who do not complete registration within the designated time, without officially taking a leave of absence or applying to retain their admission qualification, will result in new students having their admission qualification revoked and continuing students being considered as having voluntarily withdrawn from the program.

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

Article XV. Students in their first three years of junior college may not take fewer than 20 or more than 32 credits per semester. Students in their fourth and fifth years of junior college may not take fewer than 12 or more than 28 credits per semester. 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 two 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 asked to take a voluntary suspension. Students must select courses following the Guidelines for Selecting Courses, which are stated in a separate document.

Article XVI. 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. Students who register for fewer than 10 credits pay tuition per credit/hour. (Internship classes are charged according to the actual number of class hours.) Students who register for 10 or more credits pay the same tuition and fees as regular students.
- B. If one half or the majority of credits registered for are for taking courses within the first three years of the five-year program, students pay the tuition applicable to the first three years. If the majority of credits registered for are for taking courses within the last two years, students pay the tuition applicable to the last two years of the five-year program.
- C. Items C, D, and E of Article XXI of these Policies apply to students' grades.
- D. 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 XXI.

- E. Tuition and fee charges stated in items A and B apply to students in the situation described in item D. These students are not subject to the one-course requirement stated in Article XXXIX.

Article XVII. 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 junior college will be accepted, application for courses that have been waived by the student's original junior college 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. Junior college students may apply for the credit waiver/transfer for a maximum of one half of the total credits required
- 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 for Junior College Division.

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

### **Chapter 6 – Withdrawal, Readmission, Expulsion, Revocation of Student Status**

- Article XIX. Student withdrawal and readmission are subject to procedures established by the University. Voluntary withdrawal should last one semester, one academic year or two academic years. In total, the period of voluntary withdrawal should not exceed two academic years. Regulations regarding withdrawal and readmission are stated in a separate document.

If a student withdraws due to pregnancy, childbirth, caring of children below the age of three or for military service, this time period is not counted towards the maximum time for which students can withdraw. After two years of suspension, the student may apply to extend the period of suspension with relevant proof and documents due to serious illness or special circumstances. If the application is approved after the completion of administrative procedures, the suspension period may be extended for a maximum of two years.

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 XX. Students wishing to withdraw or being expelled must obtain a signed agreement from their parents or guardians. (Students over the age of 18 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 XXI. 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 has not registered before the deadline or resumed studies after the deadline, or cannot apply for extension because the term limit of suspension has been reached.
- B. A student has committed a serious violation of University rules and the Student Awards and Discipline Committee has decided on an order for immediate expulsion.

- C. For two consecutive semesters, a student has failed two thirds of the credits he or she has registered for.
- D. Overseas Chinese students (including students from Hong Kong and Macao), students from China, foreign students, Mongolian and Tibetan students returning to pursue further study, indigenous students, students whose parents are assigned overseas and Physically and mentally-challenged students are excluded, not bound by III.
- E. A student's extended period of study has ended but he or she has not fulfilled the requirements for graduation stated in Article XL.
- F. A student holds student status in two institutions simultaneously without the University's consent.
- G. Notwithstanding any of the cases stated above, a student requests to be dismissed.

Article XXII. Students who take nine or fewer credits, excluding military training and physical education classes, are not bound by items C and D of Article XXI.

Article XXIII. Students who are expelled after completing one semester of course-work and have earned grades may request a certificate of attendance from the University. However, students who are expelled and have their student status revoked for submitting falsified documents will not be issued a certificate.

Article XXIV. Students who are discovered borrowing, falsely using, forging or changing academic documents will have their student status revoked. Parents or guardians will be notified. Should the incidents be discovered after graduation, students graduation eligibilities will be immediately nullified as well as their associate degree diplomas after public announcements.

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 have suffered disciplinary actions, expulsions or revocations of student status 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. Credits obtained during the appeal can be certified with a certificate of credits. 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 7 – Tests, 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 per week.

Article XXVIII. 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 XXIX. Academic performance is evaluated according to the Guidelines for Assessing Students' Academic Performance; these are stipulated separately.

Article XXX. Students' average semester grades are determined by dividing the actual number of points earned by the number of credits registered for. A student's graduation grade is determined by the actual number of points earned each semester (including summer terms) divided by the total number of credits registered for. The calculation method 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 grade is obtained by dividing the total number of points earned by the total number of credits. The final average grade includes all the courses a student has failed but does not include the courses and credits that a student has transferred.

Article XXXI. (DELETE).

Article XXXII. Grades submitted by instructors to the Office of Academic Affairs cannot be changed. If an error or omission is discovered in grade assignment or calculation, the instructor or student in question may submit an application for grade change. The oversight can be corrected upon approval by the Academic Affairs Committee (or by the Division of Continuing Education Affairs Committee). Requests for change of semester grades must be submitted between the day after the grade reports are sent and the second week of the following semester.

Article XXXIII. A student will be allowed to take a make-up exam if one of the following apply:

- A. A student cannot sit for the exam during mid-term or final exam period due to hospitalization or other irremediable circumstances and has requested and been granted leave. (Make-up mid-term and final exams must be newly created by instructors within two weeks of the end of the exam period. The Curriculum Section of the Office of Academic Affairs or the Academic Affairs Section of the Division of Continuing Education will schedule and administer the exams.)
- B. A student in the first and second year has not failed more than **two third** of the total number credits for the semester and has received a grade of at

least 50 in the course. (Students who receive failing marks of above 50 in military training and physical education class may take make-up exams. The rule regarding failing more than **two third** of the semester credits does not apply.)

- C. A student in the third or fourth year has received a failing grade above 50 in military training class, or a student in the third, fourth, or fifth year has received a failing grade above 50 in physical education class.
- D. A student taking make-up exams due to failing grades may only do it once. The Curriculum Section of the Office of Academic Affairs will schedule make-up exams prior to the registration period of the following semester.

Article XXXIV. A student will not be allowed to sit for make-up exams and must re-take the class if any of the following apply:

- A. A student in the first or second year receives a semester grade below 50 for a particular class.
- B. A student in the third, fourth or fifth year receives a failing grade for a particular class. (**Third year** physical education classes are excluded.)
- C. Students failing to obtain approval of a leave of absence for not taking midterm and final exams administered by the Office of Academic Affairs (no points will be given.)
- D. A student who retakes a course with a class behind his or her own or takes a class in a different division and receives a failing grade cannot take a make-up exam.

Article XXXV. Make-up exam grades are calculated by the method stated below:

Students who request leave during mid-term or final exam week due to official business, hospitalization, death in the immediate family, pregnancy or care for children under three years old receive the grade that they score on the make-up test. All others receive a grade equal to 80% of the score that they receive on the make-up test. 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.

Students who have received a semester grade above 50 and pass the make-up exam receive the grade of 60.

Student who fail or miss the make-up exam keep the grade they received before the make-up exam.

Article XXXVI. Students who should sit for a make-up exam but miss it for no reason receive a grade of zero for the make-up exam.

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



Article XXXVIII. While a student is attending 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 according to University regulations. In the case of appeals, the exams are kept until the matters are finalized. Students' grades must be duly recorded by the University and maintained permanently.

## **Chapter 8 - Graduation**

Article XXXIX. Graduating students who have not completed the necessary credits must extend their studies. Students who must take courses offered during the second semester can apply for withdrawal during the first semester and be exempted from registering. Students who register must take at least one course.

Article XL. Students who attend the full length of the study program and meet all the requirements below are eligible to graduate and are awarded associate degrees and diplomas. A conferred degree shall be revoked upon verification that the student's course of studies involved dishonesty or fraud, issue a public announcement of degree revocation, and handle the matter according to applicable regulations in the event of violation.

- 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 of departments stipulated in IV of the previous, as well as the Chinese and English names of degrees offered by departments (degree programs) and whether they should be added to degree certificates after they have been changed, are proposed by individual departments and become effective after being ratified by the Departmental Affairs Committee, College Affairs Committee, and Academic Affairs Committee. Amendments must follow the same procedure.

## **Chapter 9 – Administration of Student Records**

Article XLI. 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 for overseas students, status upon admission, program of study, date of admission, department, withdrawals, readmissions, courses taken, credits earned, grades, graduation date, names of parents or guardians, contact information, and photographs of the time the student was admitted and graduated.

Article XLII. 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 XLIII. If a current student or a graduate applies for a change of name, national ID number, or date of birth, he or she must notify the University and present valid documentation issued by Household Registration Office. An associate degree certificate should include a student's name, date of birth, college, department, 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 XLIV. The University keeps records of changes in students' names, national ID numbers, and dates of birth and notes any changes in the list of graduates.

Article XLV. Students' admission qualifications, academic documentation and graduation qualifications are evaluated by the University according to regulations. The University shall keep permanent records and related statistics of new students, transfer students, student withdrawals, and graduates.

XLVI. 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.

#### **Chapter 10 - Appendix**

Article XLVII. Procedures for student awards and disciplinary actions, procedures for issuing 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 XLVIII. 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 XLVIX. These University Regulations 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.

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