Wenzao Ursuline University of Languages Academic Policies

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
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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, Enforce- ment Rules of the University Act, Degree Conferral Law, and Enforcement Rules of the Degree Conferral Law. Regulations for the postgraduate profession 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 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 pre- scribed 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 If the procedures are not completed on time, the admission offer will be withdrawn.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, forging 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 (degree program) has openings, it may admit transfer students from other departments(degree program). Students who are in the following years of their studies can apply for transferring to other departments. Students studying in different divisions or programs cannot apply for transferring to each other's divisions or programs. Procedures for transferring to another department (degree program) are stated in a separate document.

1.The first-year students of the 4-year College Program shall complete one year of study in order to apply for transfer. The second/third-year students of the 4-year College Program may directly apply for transfer to another department.

2.The first-year students of the 2-year College Program shall complete one semester of study in order to apply for transfer to another department.

Article IX. When a department(degree program) 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 2 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. 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 (degree program) but have not reached language proficiency benchmarks must complete registration procedures according to established deadlines of each semester (No class is not required to pay). 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 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 – Withdrawal, Readmission, Expulsion, Revocation of Student Status

Article XX. Student withdrawals and readmissions 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, 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. 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.

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 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. 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 two consecutive semesters. This does not apply to students with disabilities.

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 and IV.

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.

H. 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 in Article XXII.

Article XXIV. 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 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 deter- mined, 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 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. 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. 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. (However, they must request a leave of absence from the Office of Academic Affairs if they cannot sit for an exam jointly organized by the Office.) 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 half of the class sessions (excluding mid-term and final exam weeks) due to personal leave, sick leave, menstrual leave, official leave, bereavement leave, wedding leave, paternity leave, and truancy (exclusive of menstrual leave**,** prenatal leave, maternity leave, miscarriage leave, natural disaster leave, bone marrow or organ donor leave, indigenous ceremonial leave, and official (epidemic-prevention) leave) 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 (degree program) 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.

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 (degree programs) 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 for day division, four years for division of continuing education.

This rule applies to students who have not reached the language proficiency benchmark. 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 (degree program) .

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 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 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 (degree program) with passing marks and has received passing marks in conduct.

B. The student has reached benchmarks established by the University or each department(degree program) 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 (degree program) .

Graduation requirements of departments (degree programs) stipulated in IV of the previous Article, 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 (degree programs) and become effective after being ratified by the Departmental (or Degree Program) Affairs Committee, College Affairs Committee, and Academic Affairs Committee. Amendments must follow the same procedure.

Article XLIII. Students who perform exceptionally well academically may apply for early graduation one semester or one year prior to regulation time if the following criteria have been met. Those who do not meet the early graduation criteria should still register and study in accordance with the required credits. 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).

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 be- fore entrance exams are held and ratified by the Ministry of Education. Students admit- ted with equivalent academic credentials and students in a program unrelated to their undergraduate major must take relevant foundational courses and credits at the under- graduate 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 –Graduate institute transfer

Article XLVI. Graduate institutes (degree programs) can receive transfer students from other graduate institutes or degree programs. A graduate student who completes one semester of study and has special circumstances may apply for transferring to another graduate institute. Regulations governing graduate institute (degree program) transfer shall be stipulated in a separate document.

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. Regulations regarding payments to be made by graduate students:

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. After being admitted to a graduate institute of the University, an undergraduate student at Wenzao shall pay tuition and incidental fees in full for the first academic year after credits for courses from the graduate institute have been transferred in accordance with the Regulations Governing Credit Exemption and Transfer for Courses. He/she shall pay tuition and incidental fees in full if he/she takes four credits or above, or pay fees for credits taken if he/she takes less than four credits, from the second academic year onwards. If a delayed-graduate student does not choose any courses, he/she should pay a thesis instruction fee (up to 3 credits) every semester.

Article XLIX. Every semester, graduate students must register for a minimum of one credit and a maximum of 15 credits. Delayed-graduate students are not subject to this rule.

Chapter 4 – Length of Study, Credits, Student Assessment

Article L. 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 they 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 LI. Graduate students should complete at least thirty credits. Credit requirements for graduation are proposed by each graduate institute (degree program) and become effective after being ratified by the Graduate Institute (or Degree Program) Affairs Committee, College Affairs Committee, and Academic Affairs Committee; they are published in each department's (degree program's) academic regulations.

Article LII. If necessary for research purposes, graduate students may register for courses in other department (degree program), 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 a student takes a course from the college division, the credit and score of that course will not be included in the average grade and number of credits of the current semester, nor will they be counted in the graduation requirements.

Article LIII. 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 LIV. 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 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):

I. The 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.

II. A decision of immediate expulsion has been made at the Student Affairs Committee meeting.

III. The student has failed to complete the courses and number of credits required.

IV. The student has failed his/her degree exam, is unqualified for re-examination, or has failed the re-examination,

V. The student has failed to meet the requirements stipulated in Article LVIII before the period of study ended.

VI. The student holds student status at two schools without the consent of this University.

VII. 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 (degree program) within the established period of study.

Article LIX. Graduate students who meet all the requirements above are awarded Master's degrees and diplomas. If the student's course of studies involved dishonesty or fraud, or the thesis, work, proof of achievement, written report, technical report, or professional practice report contains fabricated, altered or plagiarized material, was written by someone else, or involves any other form of fraud, Wenzao Ursuline University of Languages shall revoke a degree and issue a public announcement of degree revocation, and handle the matter according to applicable regulations in the event of violation.

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 each department (degree program) and become effective after being ratified by the Graduate Institute (Degree Program) Affairs Committee, College Affairs Committee, and Academic Affairs Committee. The University should also submit the titles to the Ministry of Education for future reference. Amendments must follow the same procedure.

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.

Volume 5 - Appendix

Article LXVI. 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 LXVII. 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 LXVIII. 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.

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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, 2012
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
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Filed for reference by document Tai Jiao Ji (4) Zi No. 1050105354 on August 17, 2016
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Filed for reference by document Tai Jiao Ji (4) Zi No. 1060108278 on August 4, 2017
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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
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Amended at the Academic Affairs Committee meeting on March 24, 2020
Amended at the Academic Affairs Committee meeting on May 26, 2020
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Ratified by the University President on July 2, 2020
Ratified by document Tai Jiao Ji (4) Zi No. 1090106477 on October 26, 2020