

# National Yunlin University of Science and Technology

## Study Regulations

Modified and approved at the 2nd university senate meeting for 2017 semester, June 13, 2018

### Chapter 1 General Provisions

Article 1 These regulations are stipulated according to *University Act, Enforcement Rules of the University Act, Degree Conferral Law, Enforcement Rules of Degree Conferral Law* and other relevant laws, bylaws, rules and regulations to transact student statuses and related matters.

### Chapter 2 Undergraduate Program

#### Section 1 Admission

Article 2 In the beginning of each academic year, our university may announce first and second year new students from 4-year system and third year new students from 2-year system, and also admit second and third year transfer students from 4-year system and third year transfer students from 2-year system by examinations at the same time. Our university stipulates admission regulations for transfer students and implements after approved by the Ministry of Education. Brochures are stipulated in other provisions.

Article 3 Those who obtain admission through open entrance exam may study in the 4-year system in our university as first year students if they meet the requirements described below.

- I. Those who have graduated from public or licensed private senior vocational high schools (including from high schools with affiliated professional majors) or comprehensive high schools or who have obtained a certificate of equal standing (i.e., an equivalent high school educational level) are eligible to take the university's entrance exam.
- II. Those who have graduated from public or private senior high schools or who have an equivalent high school educational level and have obtained the educational level for more than one year. Schools ratified by the Ministry of Education are not included in this item.
- III. Those who conform to the regulations of Recognition of Equivalent Qualifications for University Entrance Examination.

Article 4 Those who obtain admission through open enrollment may study in the 2-year system in our university as third year students if they meet the requirements described below.

- I. Those who already graduated from public or licensed private vocational high

schools.

II. Those who conform to the regulations of Recognition of Equivalent Qualifications for University Entrance Examination.

Article 5 In addition, our university may allow the admissions of overseas Chinese students, foreign students, and students in Mainland China (including students in foreign or Mainland regions with agreements about cooperation programs and exchange students) and other students with special status according to the related stipulations of Ministry of Education. Regulations for the admission of foreign students will be stipulated separately and approved by Ministry of Education.

Article 5-1 The measures for the conferring of degrees or dual degrees via the academic cooperation of our university with other foreign or Mainland China schools should be stipulated in addition.

Article 6 New students and transfer students who are admitted to school should conduct admission procedure by the required date, otherwise the admission qualifications will be cancelled.

Article 7 New students and transfer students who cannot enroll on time owing to serious illness, military service, pregnancy, childbirth, childcare for the toddler under three years old, or other special incidents may reserve admission qualification for one year after submitting equivalent qualifications and related proof documents before the deadlines of registrations and approved by our university. If necessary, the preservation of admission qualifications may extend for another one year without paying any fee. However, students who applied for preservation of admission qualifications should bring approvals for preservations of admission qualifications while applying for admissions before the starting of registration in next academic year.

Those who graduated from senior/vocational high schools and also have taken part in the *Project of Account for Education and Job for Youths* are allowed to apply for a preservation of their admission by providing relevant documents and shall be approved by the university prior to the registration deadline. The maximum extension period is 3 years and this will not be included in the stipulated extension period in these regulations.

Regulations for the preservation of admission will be stipulated separately.

Article 8 New students and transfer students need to hand in the proof documents for equivalent qualifications while registration. Those who applied for holdover owing to good causes and approved may admit in advance but they need to make supplementary submissions before the stipulated deadlines, otherwise, their admission qualifications will be canceled

Article 9 If new students and transfer students cheated in the entrance examinations or with proof documents forged, altered, or under the guises and proved to be true, their school rolls should be canceled. If the situations described in the previous sentence are discovered after said students graduated, our university will both make cancellation on the degrees in accordance to the laws and announce to recall graduation qualifications.

## **Section 2 Payment of Tuition, Registration and Course Selecting**

Article 10 Each fee that students need to pay should be announced before the starting of semester. Students must pay all fees within the designated deadline each semester. Registration is only completed if all fees are paid. Students will face expulsion except in the case of those who have filed for and been granted late registration or have been approved by the University for late registration due to any specific circumstance. Students must pay all credit fees before the deadline for adding/dropping courses. For current students, registration is only completed if they pay all fees before the registration deadline in the next semester; graduating students who do not pay all fees before the deadline for adding/dropping courses, will temporarily not be issued their degree. Moreover, the refund policies associated with leaving school or dropping out after registration should be handled in accordance with the regulations of the Ministry of Education.

Article 11 Students should come to university for registration on stipulated date personally. Students may be allowed to make extended registration if they asked to leave in advance and approved and submitted related proof documents about serious illness or special incidents (including pregnancy, childbirth, or childcare for the toddler under three years old). The extended registration should not exceed 2 weeks. New students who fail to register within approved date or the asking for leave is not allowed may be deprived of admission qualifications. Old students will be ordered to leave if not applying for leave of absence.

Article 12 Students should obey the provisions stipulated by each department while choosing courses. After approved by department heads, it would be registered by courses and teaching group in office of academic affairs. Regulations about course selecting and precautions will be stipulated separately.

Article 13 Students should adding and withdrawing subjects within the stipulated time period in each semester. After approved by department head, the confirmed subject lists should be sent to the course and teaching group in office of academic affairs. Overdue is not allowed. The credits should not be recognized if students not to complete the adding

and withdrawal of subjects. The subject students dropping by their own will be given 0 in score. Students cannot choose subjects with total credit numbers exceeding or less than the stipulated credits of each semester owing to adding or dropping the subjects.

Article 14 Students are not allowed to take subjects with conflicting class time. Otherwise, as being found, the scores of the conflicting subjects should all be regarded as 0.

Article 15 If owing to special reasons, subjects with the same name with the subjects approved to re-study in should be written off after passing the re-studied subject.

Article 16 Our school will stipulate regulations for summer school courses and classes according to requirement.

### **Section 3 Duration for Study, Credits and Grades**

Article 17 Credit-based system is adapted by our university. The study period for each department adopting 4-year system should study for 4 years in principle. The total credit number should be no less than 128 credits in addition to the required courses. In 2-year system, the study period should be no less than 2 years and the total credit number should be no less than 72 credits in addition to the required courses.

Each department may raise the required total credit numbers for graduation according to actual needs after proposing the draft resolution to the academic affairs meetings in our university. 4-year system can increase 20 credits at most and 2-year system can increase 10 credits at most. Students who have graduated or winded up their studies in 5-year system universities in overseas, and then study for bachelor degrees with the equivalent qualifications should increase their credit number no less than 12 credits for graduation.

Article 18 To promote cooperation between universities and abundantly utilize equipment and teaching resources, students in our university and other university may apply for choosing the courses in both our university and other universities. The regulations of inter-school course selection will be stipulated separately.

Article 19 Students who fail to complete all the required credits in each department, minor, double major, educational program or approved to become the exchange students may extend the study period for no longer than 2 years.

Students who graduated or winded up their studies in 5-year system universities in oversea may study for bachelor degrees with the equivalent qualifications. Those who fail to complete the required credits within extended study year may extend study period for one semester or one academic year more.

Students may extend study period owing to pregnancy, childbirth, or childcare for the

toddler under three years old. Students with disabilities may apply for extending 2-4 study period according to physical and mental conditions and learning needs while studying for bachelor degrees.

Article 20 Students may apply for exemption if they have already studied and passed the subjects. Regulations for exemption will be stipulated separately.

Article 21 One credit means one hour of class time in each week of the semester for credits calculated for each subject, and one credit means 2~3 hours of class time in each week of the semester for practical experience and experiment.

Article 22 PE courses are required credits for freshmen and sophomores. PE courses do not give any credit. But those who fail to complete all the required PE courses are not allowed to graduate.

Article 23 For freshmen, sophomore, and junior students, the credit numbers in each semester should not be less than 16 and no more than 25. And for senior, the credit numbers in each semester should not be less than 9 and no more than 25. However, students who participate in internship outside university should not be restricted by the lowest limits of credits.

Students with grades of conduct performance, average academic grades more than 80, PE grades more than 70 and rank top 20% in the class may choose additional 1 to 2 subjects in the next semester after approved by department heads. They will also be allowed to study courses for higher graders or required courses in other departments. Students who fail to choose the minimum credit number in said semester owing to special situation may decrease the required credit number after approved by department head. However, at least 1 subject should be chosen after applying for decreasing required credits.

Article 24 Students' grades could be divided into academic subjects (including internships and experiments) and conduct performances. PE and All-out Defense Education Military courses should also be counted in the academic grades. Each grade is given from 0 to 100. Fractional parts should be carried to integer according to rounding method. Counting in percentile, the scores of degree examination above 60 are defined as passing the examination and 100 is the full mark. The contrast between percentile and grade are described as below.

- I. Grades higher than 80 are regarded as level A and will obtain 4 points
- II. Grades 70-79 are regarded as level B and will obtain 3 points
- III. Grades 60-69 are regarded as level C and will obtain 2 points
- IV. Grades 50-59 are regarded as level D and will obtain 1 point
- V. Grades lower than 49 are regarded as level E and will obtain 0 point

Article 25 Students are allowed to have a makeup examination if approved for leaving for some reason in the semester exams. Makeup examination should only be available for one time. During makeup examination, students should not ask for leave for any reason to be absent to makeup examination. If students ask for leave for official affair or absence for funeral (limited to lineal), the grades for makeup examination will exactly be the grades for semester examination. For students who apply for makeup examination owing to other incidents, if their grades are more than 60, the additional scores higher than 60 should be multiplied with 0.8.

The absences of students owing to pregnancy, childbirth, or childcare for the toddler under three years old should not be punished. If the absent course hours exceeds 1/3 of the total class hours in the whole semester, grades of said subject may apply makeup examination or other remedies to make flexible treatments according to the characteristics of subjects and needs. The grades for makeup examination should be counted as the actual grades.

Article 26 If students are in hospital owing to severe illness and could not attend to semester exams and also cannot attend makeup examinations, which makes it impossible to record grades before the registration date of next semester, they may submit the proofs given by public hospitals or hospitals with levels higher than regional to registration group. After approved by dean, the semester that fail to attend to semester exams could be regarded as already applied for suspension of schooling.

Article 27 If students cheat in examination in university or outside university and proved to be true, our university will give appropriate punishments according to the measures for student incentives and disincentives and severity.

Article 28 After students' grades are sent to registration group by teachers, the grades could not be altered. But if there is any omission or errors in calculation, teachers may state the reasons in written within one week and propose to the department head of each department. Approved to be true by department affairs meetings and 3/4 of the attending members determining to be reasonable, written statement will be sent to the Registration Division of Academic Affairs Office to change the grades. If it exceeds one week for the deadline of grade alteration or the grade alteration will affect whether students will be dropped out from university, related unit should ask the academic affairs meetings to review. Under the circumstances that 1/2 of the representatives attending to the academic affairs meetings and approved by 2/3 of the attending representatives, the alteration request will be sent to the Registration Division of Academic Affairs Office to change the grades.

Article 29 The academic examinations that give students grades could be divided into the

following 3 categories.

- I. Quizzes: Held by teachers at any time
- II. Midterm examination: Held in the stipulated time by teachers in the semester
- III. Semester examination: Held by teachers in the end of the semester according to the stipulated date by academic affairs office

Article 30 The semester grades of each subject should be calculated by teachers of that subject according to quizzes, midterm examination, and semester examination grades. Teachers should sign in the grades in network system within one week after the semester examination of that subject.

Article 31 For the academic scores, students who fail to pass cannot make makeup examination and the credits will be not calculated. If the students fail to pass required subjects (including PE) should re-study.

Article 32 Students' average academic grades and graduation grades are calculated based on the method below.

- I. Accumulated scores are obtained via multiplication of credit number and score
- II. The total credit number of semester is the sum of each credits studied in that semester
- III. The total accumulated scores of semester is the sum of each accumulated score studied in that semester
- IV. The accumulated scores (including failing subjects) should be divided with the total credit number to obtain the average academic grades.
- V. The accumulated scores (including courses in summer vacation) should be divided with the total credit number to obtain the average academic grades.

Article 33 Absenteeism in the semester examination will make students obtain 0 in semester examination of said subject. Absenteeism in the quizzes and midterm examination will also make students obtain 0 score of said subject.

Article 34 If there is any priority for the courses that students choose, students may not choose course with requirement of advanced placement courses if they haven't passed said advanced placement courses unless obtaining the approval of teachers and department head, otherwise the scores will not counted.

#### **Section 4 Leave of absence, Suspension, Resumption, Expulsion**

Article 35 If students cannot attend to class for certain reason, they should apply for absence in advance according to regulations. If students cannot attend to semester examinations for some reason, they should apply for absence in advance according to *National Yunlin University of Science and Technology Students' Application for Leaves*

*Regulations.*

- Article 36 Students whose asking for leave is not allowed and cannot attend to class or examination will be regarded as absenteeism. Absenteeism for 1 hour should be regarded as absences for 2 hours.
- Article 37 The students in our school who need to go abroad or study in schools in Mainland China owing to research, training, learning or participation in international skill competition, meeting or major causes should submit applications, the related regulations about student statuses will be stipulated separately.  
Students who go abroad or study in schools in Mainland China should conform to the regulated schools stipulated by Ministry of Education and the credits of their studied subjects will be transacted according to the regulations about transferring credits.
- Article 38 Students who are absent from class without prior permission or who have exceeded their approved leave of absence without obtaining a prior extension shall be deemed absent without having taken leave. Couse instructors can deduct the absent student's grades depending on his/her circumstance. Students who have been absent from an exam shall receive zero for that exam and be deemed absent without having taken leave.
- Article 39 Students show any one of the following situation, said students should be ordered to be suspended of schooling.
- I. Those who are ordered to be suspended of schooling after determined by the student incentive committee meetings.
  - II. Students who already registered and not yet chosen courses, or were with chosen credits lower than that stipulated in this study regulations within one week after the deadline of adding and dropping out of courses.
- Article 40 Students who cannot enroll on time owing to pregnancy, childbirth, childcare for the toddler under three years old, or major accidents, and obtain consent from their parents or guardians could apply for suspension of schooling. After approved by the provost, students should go to Registration Division to transact school-leaving procedure and apply for certification of suspension of schooling.
- Article 41 Students who apply for suspension of schooling according to the regulations stipulated in article 39 should go to Registration Division to transact school-leaving procedure and apply for certification of suspension of schooling.
- Article 42 Students who apply for suspension of schooling should be granted with the period of one semester, one academic year or two academic years in principle. The accumulated time period for suspension of schooling should be no more than 2 academic years. Only those with severe illness, special accidents or participating in practical works

may extend the time period for suspension of schooling for 1 year more. Students who participate in military services in the period of suspension of schooling need to submit photocopy of call-up order to apply for extension of time period for suspension of schooling. After military services are completed, students may submit military service discharge orders to apply for going back to school. Students who apply for suspension of schooling owing to the reasons of pregnancy, childbirth, or childcare for the toddler under three years old, their time period for suspension of schooling may not be included in the study period for suspension of schooling. Those who graduated from senior/vocational high schools and also have taken part in the Project of Account for Education and Job for Youths are allowed to apply for extension with relevant documents. The maximum of the extension is 3 years and will not be included in the extension period stipulated in these regulations.

Those who do not return to school before the expiration time associated with the leave of absence should be regarded as having dropped out.

Grades for periods associated with the suspension of schooling should not be counted in.

Article 43 While suspension of schooling, if students have any good or bad performance which may violate school regulations and cause damages to the reputation of our university, our university will offer reward or give appropriate punishments according to the measures for student incentives and disincentives and severity.

Article 44 Students who suspended from school shall transact the procedures for going back to school before the expiration of suspension of schooling periods. After approved to go back to school, said students shall study in the corresponding grades in departments. Students who dropped out during the semester shall be included in the original semester when going back to school.

If the departments have altered or stopped, students shall be tutored to transfer to appropriate departments to study in.

Article 45 Students show any one of the following situation, said students should be ordered to drop out.

- I. Overdue registration or those who fail to go back to school before expiration of suspension of schooling periods
- II. Those who fail in behavior performance score
- III. Those who still not complete all the required subjects and credits in their departments within study periods
- IV. Those who have accumulated two semesters in each of which failed at least half of the total credit hours.

- V. Oversea Chinese students, foreign students ,Mongolian and Tibetan students, aboriginal students, offspring of expatriates, students with excellent sports performances in university, recommended students via recommendation as excellent candidates, students obtaining admission qualifications through star plan in Taiwan, vocational elite classes, and graduates from 5-year system in oversea and Mainland China regions will be dropped out after 2/3 of the credits failed in study periods for accumulated 2 semesters.
- VI. Those who register and admit to other school without obtaining consents from our university.
- VII. Those who break rules of the school and are dropped out by the student incentive committee meetings.
- VIII. The credits of PE and All-out Defense Education Military courses should be included in regulation item 4 and item 5 above.

The disabled students and students who take fewer than 9 credits in one semester are not included in regulation item 4 and item 5 above.

Article 46 Those who voluntarily apply for dropping out or ordered to drop out by our university, and their student statuses are approved by the principal may apply for certificates of transcripts if there is any grade in the semester that study in our university. Those who are eliminated from school roll are not issued related certificates and should not be allowed to study in our university.

### **Section 5 Transfers, Minor Program, Double Majors**

Article 47 Students may start to apply for transferal to another department in the second academic year after admission. Those who start to apply for transferal to another department in the third academic year may study as junior students in a similar department or as sophomores in a relatively different department. Those who start to apply for transferal to another department in the fourth year for some reasons may study as senior students in a similar department or as juniors in a relatively different department. Those who start to apply for transferal to another department in higher grades may study in the same year in similar departments in accordance with the taken courses and credits. Students are allowed to apply for transferal in the second semester under special circumstances. For those who transferred to a new department under lower grades, the repeated study period in the two departments may not be included in the maximum study period of the department newly transferred into. Regulations regarding application for department transfer will be stipulated separately.

- Article 48 Students who transferred from other departments or groups may be allowed to graduate after taking full credit for required subjects.
- Article 49 Students who transferred from other departments or groups shall compensate required subjects and credits. This will be confirmed by the department heads of newly entered departments.
- Article 50 After 4-year system students complete the courses in the first academic year or 2-year system students complete all the courses in the first semester, students may apply for choosing one of the departments in our university as minors. Regulations about the review of minor degree will be stipulated separately and approved by the Ministry of Education.
- Article 51 After 4-year system students complete the courses in the first academic year or 2-year system students complete all the courses in the first semester, students may apply for taking different courses as their double majors from the other departments. Regulations about double majors will be stipulated separately and approved by the Ministry of Education.

## **Section 6 Graduation, Academic Degree**

- Article 52 Academic degrees will be conferred after students complete their study period and have satisfied all credits for required courses, elective courses, English proficiency requirement, practical work internship, and are also qualified and have passed the minimum standards in conduct performance, service learning courses. Regulations about English proficiency requirement, practical work internship and service learning courses are stipulated separately.
- Article 53 Students may apply to graduate in advance for one semester or one academic year if his or her grades conform to the following criteria during study period.
- I. All required subjects and credits are completed and average grades in each semester are all no less than 80.
  - II. With grades of conduct performance, more than 80 in each semester
  - III. Rank top 10% in the class in each semester
- Students who don't conform to the regulations about applying for graduate in advance are still required to register admission and complete the credits of that year or semester ordered in article 23.
- Article 54 Graduates students of current year who need to extend study period of the second semester to re-study or catch up with the credit requirements need to apply for dropping out to prevent from registration. Those who register should select one subject at the least.

## **Chapter 3 Graduate Program**

### **Section 1 Admission**

Article 55 Those who qualified as having equivalent qualifications of public or certificated private university or independent colleges or conforming to “*Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education*” of Ministry of Education in the regulations about conferring bachelor degrees or with equivalent academic attainments may obtain admission to the master degree programs of each department or institute in our university after accepted to own admission to our university via entrance examinations.

Those who qualified as having equivalent qualifications of public or certificated private university or independent colleges or conforming to “*Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education*” of Ministry of Education in the regulations about conferring master degrees or with equivalent academic attainments may obtain admission to the Ph.D. degree programs of each department or institute in our university after accepted to own admission to our university via entrance examinations.

Foreign students whose application are approved may obtain admission to the master or Ph.D. degree programs

But those who with equivalent academic attainments or admitted graduates from non-related majors shall all choose additional basic subjects and credits for undergraduate students in related departments. This should be stipulated by each department.

### **Section 2 Payment, Registration and Course Selection**

Article 56 Graduates should transact register procedure and pay for the fundamental fees of tuitions fees in each semester.

Article 57 The required subjects and credits graduates have to take in each semester shall be ordered by all departments , and the subjects chosen should not be less than 1 and the credits should be no more than 18 in the first academic year.

### **Section 3 Study period, credit and score**

Article 58 The study period for master degree program students should be 1 to 4 year(s) and for Ph.D. degree program students should be 2 to 7 years ° Graduate students with their own careers who fail to complete all required courses or fail to complete degree thesis within study period may extend their study period for additional 1 year for special needs.

Article 59 Graduates in master programs should complete at least 26 credits (6 credits for thesis

should be counted in addition). Graduates in Ph.D. programs should complete at least 18 credits (6 credits for thesis should be counted in addition). If the required total credit numbers for graduation need to be raised, each department may stipulate related regulations and implement them after approved by our school.

Article 60 For research needs, graduates may choose subjects in other departments or institutes after approved by people in charge in each department or institute. The approved credits will be counted as graduation credits. Graduates obtaining admission with equivalent academic attainments or graduating from non-related department should all choose additional basic subjects and credits for undergraduate students in related departments. These credits should not be counted in the graduation credits.

Article 61 For the academic scores for graduates, 100 are the full score, and no less than 70 means to pass a test. Those who fail to pass cannot make makeup examination. The required subjects should be re-studied. Makeup examination for degree examinations should only be held for one time. Those who obtain more than 70 in makeup examination should all with their grades as 70. Each grade is given from 0 to 100. Fractional parts should be carried to integer according to rounding method. The contrast between percentile and grade are described as below.

- I. Grades higher than 80 are regarded as level A and will obtain 4 points
- II. Grades 70-79 are regarded as level B and will obtain 3 points
- III. Grades 60-69 are regarded as level C and will obtain 2 points
- IV. Grades 50-59 are regarded as level D and will obtain 1 point
- V. Grades lower than 49 are regarded as level E and will obtain 0 point

Article 62 Notices for graduates' degree examination measures are mainly for oral examinations and will be regularly held by our school. As occasion requires, each department need to stipulate another regulations and hold their own examinations.

Regulations about Master degree or Ph. D. degree examination should be stipulated separately and approved by the Ministry of Education.

Article 63 The average of average academic grades and degree examination grades are the graduation grades for graduate students.

The grades and credits for undergraduate program courses and the Education Program will not be counted in the average academic grades of the same semester, graduation credits, and graduate grades.

#### **Section 4 Suspension, Resumption, Expulsion**

Article 64 Regulations about graduates' leave of suspension, resumption and expulsion and violation of school regulations will be transacted according to the related articles of these

academic regulations.

Article 65 If the academic grade situations of graduates show any one of the following situation, said students should be ordered to drop out.

- I. Those who do not complete registration or have failed to apply for a resumption after their suspension of studies has ended
- II. Those who have failed in their conduct performance
- III. Those who failed to complete required courses and obtain sufficient credits before the expiration of study periods, or those who do not pass degree examination or who have not completed graduation requirements stipulated by the University or his/her home department/institute
- IV. Those who failed to pass the qualification examinations for Ph.D. program and other related regulations
- V. Those who failed to pass the degree examinations and not conforming to makeup examination criteria or still fail to pass the makeup examinations
- VI. Those who have registered in another department at YunTech or other university without prior permission.
- VII. Those who have violated school regulations seriously and were asked to withdraw on the decision of the Student Disciplinary Committee.

## **Section 5 Transferring to other department**

Article 66 Graduate students are allowed to apply for transferal to another department one semester after admission and graduate students shall acquire approval from their home department/degree program, institute and college before submitting all relevant documents to the Registration Division of the Office of Academic Affairs within the stipulated period in accordance with the academic calendar. After obtaining approval from the home department/degree program, institute and college, the transfer can be completed only after being approved by the Dean of the Office of Academic Affairs. The regulations for ratification standards are established by each department, institute, degree program, and college.

Graduate students are allowed to apply for transferal one time and to one department/institute only. When the transfer application is approved, students cannot apply for any alteration or apply to transfer back to the original department/institute. Those who have failed to acquire approvals for transfer to another department/institute shall study in their original department/institute. Transferring graduate students who tend to exempt credits shall follow the *Regulations of Credits Exemption* and follow all academic regulations set forth by their department/institute,

degree program and college to be able to graduate.

Transferring to a different division in the same department/institute shall follow items 1 to 4 in this article.

## **Section 6 Graduation, Academic Degree**

Article 67 Graduates who conform to the following criteria are approved for graduation.

- I. Complete and pass required subjects and credits within specified year.
- II. Satisfy all graduation requirements set forth by his/her home department.
- III. Pass the degree examinations provided by our school and submit thesis/dissertation/technology report.
- IV. Pass grades of conduct performance in each semester.

Masters students shall also submit grades associated with an English proficiency test as set by the University. English proficiency is to be established separately.

Article 68 Graduates in master degree programs described in the previous article will be conferred with master degrees and our university will give these students degree certificates. Graduates in Ph.D. degree programs described in the previous article will be conferred with master degrees and our university will give these students degree certificates. If there is any plagiarism or fraud found in students' theses, creations, displays, written reports, or technical reports and proved to be true, said students' degrees should be revoked and the facts of the revocation of degrees should be announced. Those who are in violation of the regulations shall be given punishments according to related regulations.

Article 68-1 Matters not covered by this section shall be conducted in accordance with the *Study Regulations*.

## **Chapter 4 Night Division of the 4-Year System**

### **Section 1 Admission**

Article 69 Those who meet any of the following requirements and have been accepted through the University's open-enrollment process are eligible to be admitted into the University's night division of 4-year system at the first-year level.

- I. Those who have graduated from public or licensed private senior vocational high schools (including professional majors affiliated in high schools) or comprehensive high schools or who have obtained a certificate of equal standing of who have an equivalent education level of high school are eligible to take the University's entrance exam.
- II. Those who have graduated from public or private senior high schools or who

have an equivalent education level of high schools and have obtained the education level for more than one year. Schools ratified by the Ministry of Education are not included in this item.

III. Those who conform to the regulations of Recognition of Equivalent Qualifications for University Entrance Examination

## **Section 2 Payment, Registration, and Course Selection**

Article 70 Students from the night division of the 4-year system must pay all fees for registration in accordance with regulations set forth by the Office of Academic Affairs.

Article 71 Students from the night division of the 4-year system are, in principle, able to take courses offered at night or in the daytime or in the holidays. Moreover, students of this system shall take no less than 9 credits and no more than 25 credits in principle.

Article 72 Students from the night division of the 4-year system are not allowed to transfer to the day division of the 4-year system. Other regulations relevant to transferring must be in accordance with the *Regulations for Transferring* set forth by the University

## **Section 3 Duration of Study, Credits**

Article 73 Students of night division of 4-year system are expected to complete their program of study within 4 years. Extension for study is limited to 2 years the most.

Article 74 Students of night division of 4-year system are required to take no less than 128 credits. Each department/program can increase the required credits contingent upon circumstances upon approval by a meeting of the Academic Affairs Committee.

Article 75 Students from the night division of the 4-year system are allowed to take courses opened by the day division of the 4-year system for specific reasons and, in principle, the chosen credits shall be no more than one-third of the total credits in the same semester.

## **Section 4 Graduation, Academic Degree**

Article 76 Academic degrees will be conferred after students completed their study period with all credits of required subjects, elective courses, and also are qualified as well as passing the lowest standards in conduct performance.

Article 77 Matters not covered by this section shall be conducted in accordance with the *Study Regulations*.

## **Chapter 5 The Graduate Programs for the Second Expertise after Obtaining Bachelor Degree**

### **Section 1 Admissions**

Article 78 Those who qualified as having equivalent qualifications of public or certificated private university or independent colleges or conforming to “*Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education*” of Ministry of Education and obtain bachelor degrees, and those who apply for attending to entrance examination and already completed obligated military services may study in the degree programs to study the second profession after obtaining admission from the entrance examination of the second expertise entrance examination in the graduate programs in our university.

## **Section 2 Payment, Registration and Course Selecting**

Article 79 Required fees in this program should be paid in each semester, which is according to the stipulations for 4-year system in university

Article 80 The required subjects and credits students have to take in each semester shall be ordered by each program, but the credits should not be less than 9 and no more than 25 in the first academic year.

Article 81 Students in this program are not allowed to apply for department transferring, minor degree, double majors and transferring into general class to study in.

## **Section 3 Duration for Study, Credits**

Article 82 The study period for this program is 1 or 2 year (s) and will be extended if necessary.

Article 83 The required credits for graduation for this program should not be less than 48 (including thematic production or disquisition). Each department may elevate required credits according to the characteristics of department and course planning after approved.

Article 84 Transferring of credits will be allowed for the situation that students already studied for the credits with related regions or similar characteristics before study in degrees higher than bachelors. After transferring credits, the required credits for study should be no less than 40.

Article 85 The teaching hours of our program could either be daytime, nighttime, or holiday. It is also allowed to hold a course in summer vacation periods.

## **Section 4 Graduation and Academic Degree**

Article 86 After completing the study period and passing the examinations, students in our program will confer students with the bachelor degree certificates of “Degree program after obtaining bachelor degrees”.

Article 87 Matters not covered by this section shall be conducted in accordance with the *Study Regulations*.

## **Chapter 6 Management of Student Status**

- Article 88 The enrollment records such as classes, grades, academic grades, register, department transferring, transferring from other schools, minor degree, double majors, leave of absence, going back to school and drop-out of students' statuses while studying in university should all refer to the original statistical forms of academic affairs office.
- Article 89 Name and birth date of freshmen should refer to the records of ID cards. Those who with admission qualification certificates inconsistent with that recorded in ID cards should make correction immediately. Students in our university and graduate students who apply for altering name, place of birth, and birth date should all submit the certificates given by the government agencies. After approved by academic affairs office, the degree certificates given by our university should all adding the school seals to confirm the alterations.
- Article 90 Admissions rolls of freshmen (including those who preserve admission qualifications), withdrawal rosters, degree conferring rosters should all be signed by principal for confirmation two months after the registration of the first semester. Our university will make a file and record information described above.

## **Chapter 7 Supplemental Provisions**

- Article 91 Affairs such as rewards and punishments, conduct performance evaluations, appeals, postponing military services, later convene, and etc. should all be transacted according to the related stipulations of our university. The measures shall be stipulated by the Office of Student Affairs in addition.
- Article 92 Students who have withdrawn or were expelled from the University are allowed to file an appeal to the Student Appeal Committee to challenge the disciplinary action within the stipulated time. Before the review panel has reached a conclusion, the applicant may continue his/her study. If the review panel's decision remains the same, the last day of the study period of the student on the certification of study will be the same day as the original disciplinary action. The above student may apply for a certification of credits presenting the scores or grades earned between the filing of the appeal.
- Article 93 When students study in school, they may apply for various scholarships. The application methods for each scholarship will be announced by related units.
- Article 94 Things not stipulated in the third, fourth and fifth chapters in these study regulations should refer to the related stipulations in chapter 2 as standards.
- Article 95 If there is any serious disaster presumed by the authority to have occurred to a student,

the regulations of the admission test and qualification, registration, payment, course selection, leave of absence, grades, credit exemption, suspension, withdrawal, resumption, fee refund, duration of study, and graduation requirements for the aforementioned student are to be established separately.

Article 96 Regulations regarding rights, appealing, remedial action to be undertaken and its procedures for students as part-time assistants are to be established separately.

Article 97 Procedures and formalities for application in these study regulations will be supplemented by another approach.

Article 98 If there is any detail not elaborated in these regulations, and then the transaction should be referred to related regulations.

Article 99 These regulations were approved by University Senate and submitted to principal for approval. These regulations will go into effect after principal's approval and will be filed with the Ministry of Education for future reference. Any amendment is thereto.