Nation Dong Hwa University Academic Regulations

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Part 1 General Provisions

Article 1 These Academic Regulations are enacted by the University in accordance with the University Act, the Enforcement Rules of the University Act, the Degree Conferral Act, the Regulations Governing the Conferment Requirements and Procedures for Various Degree Titles, the Criteria for Recognizing Substitutes for Master's and Doctoral Theses, and other relevant laws and regulations.

They govern matters pertaining to student status, including admission, suspension of study, resumption of study, withdrawal, expulsion, inter-university transfer, transfer between departments (institutes, divisions), academic performance assessment, and graduation.

Part 2 Undergraduate students

Section 1 Admission

Article 2 Individuals who have graduated from public or officially registered private senior secondary schools, or other institutions of equivalent standing, or who possess academic qualifications recognized as equivalent by the Ministry of Education, and who have been admitted through the University’s official admissions process, may enroll as first-year students in the undergraduate program.

Article 3 Individuals who meet any of the following qualifications and have been admitted through the University’s transfer examination may transfer into an appropriate year of the relevant college, department, or degree program:

1. Students who have completed the first-year curriculum of a university.
2. Students who have completed at least two years of university study, including those who have withdrawn.
3. University graduates who have completed their military service or are exempt from compulsory military service.
4. Graduates of junior colleges or vocational programs.
5. Individuals who possess academic qualifications equivalent to a junior college diploma.
6. Full-time students of the Open University who have completed the number of credits required by the Ministry of Education.

Article 4 The University’s entrance and transfer examination regulations, as well as the admissions brochure, shall be stipulated separately. The entrance and transfer examination procedures shall be implemented upon approval by the Ministry of Education

Article 5 International students may be admitted to the University through an application process. The relevant regulations shall be stipulated separately and shall be implemented upon

approval by the Ministry of Education..

Article 6 Students who possess special status as defined by the Ministry of Education may be admitted to an appropriate year of study at the University.

Article 7 New and transfer students must submit valid academic credentials at the time of registration in order to be formally admitted to the University. Those who, for legitimate reasons, apply in advance for a deferral and are granted approval by the University may be provisionally admitted. However, they must submit the required documents within the prescribed period. Failure to do so shall result in the cancellation of admission and dismissal from the University.

If any submitted documents are found to be forged, fraudulently obtained, or altered, the student shall be expelled immediately upon verification. In such cases, the University shall notify the student's parent or legal guardian, and no academic certificates shall be issued.

If such misconduct is discovered after graduation, the student shall be ordered to return the diploma, and the revocation of graduation status shall be publicly announced.

Article 8 If a student is confirmed to have engaged in entrance examination fraud, as determined by a court or verified by the University, their admission shall be revoked.

Article 9 Newly admitted students who are unable to enroll on schedule due to illness, compulsory military service, pregnancy, childbirth, childcare for children under the age of three, or other special circumstances may apply to the Office of Academic Affairs within the designated period to retain their admission status. Upon approval, enrollment may be deferred without the need to pay any tuition or miscellaneous fees. The retention period shall, in principle, be limited to one year.

For those performing compulsory military service, the retention period may be extended until the completion of service. In cases of pregnancy, childbirth, or childcare for children under the age of three, the retention period shall be determined based on actual needs as stated in the application. Where otherwise stipulated by law, such provisions shall prevail. The application period and procedures shall be conducted in accordance with the University's Guidelines for Retention of Admission Status for Newly Admitted Students.

Students admitted to Post-Bachelor Second Specialty Degree Programs must enroll in the academic year of admission and are not permitted to apply for retention of admission. Students whose deferral of admission has been approved shall complete the same registration procedures as new students in the subsequent academic year or semester.

Graduates of senior secondary schools who are admitted to the University through the "Youth Education and Employment Savings Account Program" may apply for deferred admission or a leave of absence after enrollment. The total period shall be limited to three years and shall not be counted toward the original deferral or leave of absence duration.

Graduates of senior secondary schools participating in the "Youth Career Pilot Program" who are admitted to the University may apply to defer their enrollment or take a leave of absence after enrollment. The total period shall be limited to two years and shall not be counted toward the original duration of deferred admission or leave of absence.

Section 2 Payment of fees, enrollment, and course selection

Article 10 Students must complete tuition and miscellaneous fee payments (or finalize student loan arrangements) and update their personal information online within the designated registration period. The tuition and fee standards shall be announced prior to the beginning of each semester.

Continuing students who fail to register by the deadline shall be dismissed. Newly admitted and transfer students who fail to register on time shall have their admission status revoked. Refunds for students who take a leave of absence, withdraw from the university, or graduate shall be handled in accordance with the Regulations Governing the Collection of Tuition and Miscellaneous Fees at Junior Colleges and Institutions of Higher Education, the Regulations on Charges Collected from Students by Junior Colleges and Institutions of Higher Education, and the University's Guidelines for Tuition Refunds Due to Suspension, Withdrawal, Graduation, or School Leaving.

Article 10.1 To safeguard the educational rights of students who are suddenly affected by major disasters, flexible academic mechanisms and related support measures shall be implemented in accordance with the "Guidelines for Handling the Learning Rights of Students Affected by Major Disasters in Institutions of Higher Education" issued by the Ministry of Education.

Outstanding student-athletes who have been approved through the prescribed procedures may pursue coursework under a flexible study schedule. The specific implementation regulations shall be stipulated separately by the University.

For undergraduate students born in or after 2005 who are subject to reinstated conscription into active military service starting from January 1, 2024, the University shall establish separate Guidelines for Flexible Study During Enrollment, which shall be reported to the Ministry of Education for record.

Article 11 Students should follow the regulations outlined in the NDHU course registration instructions when selecting courses. The course registration instructions are specified separately.

Students enrolling in summer courses shall follow the University's Implementation Guidelines for Summer Courses, which are also stipulated separately.

Students may select the curriculum requirements of any academic year during their period of study at the University for the review of their graduation qualifications.

Article 12 Students shall not enroll in courses with conflicting class schedules. Any such course registrations shall be nullified.

If a student retakes a course for which they have already earned a passing grade and received equivalent credits, the repeated credits shall not be counted toward graduation requirements, nor shall the grade be included in the calculation of the semester grade point average.

Article 13 The registration of student grades by the Registrar's Division shall be based on the Course Selection Confirmation Form submitted to the Curriculum Section. Courses not listed on the confirmation form shall not be recognized, even if grades have been recorded.

For courses listed on the form but without submitted grades, a grade of zero (0) shall be

recorded and included in the calculation of the semester grade point average.

If a course is marked as Incomplete (I), the final grade must be submitted no later than the start of the following semester. Failure to do so will result in a grade of zero (E), which shall be included in the grade point average of the semester in which the course was taken.

Article 14 Graduating students who are short of required credits and need to retake or make up courses in the second semester of their extended study period may apply for a leave of absence in the first semester. If approved, they will be exempt from registration during that semester.

The maximum and minimum number of credits that students may take each semester shall be determined in accordance with the curriculum plans of the respective departments or degree programs.

Students who fail to take the required number of credits shall be handled in accordance with the regulations set forth in the curriculum plans of their respective departments or degree programs.

Article15 The implementation guidelines for inter-university course selection for our students are specified separately.

Section 3 Leaves, truancy, and score deductions

Article 16 Students who are unable to attend classes for any reason must apply for leave in accordance with the leave regulations stipulated by the Office of Student Affairs.

Article 17 Students whose leave has been approved but fail to attend class shall be recorded as absent; those who fail to apply for leave, whose leave is not approved, or who fail to return to class upon the expiration of their leave shall be considered truant. Course instructors may deduct points at their discretion based on students' absences and truancy, and may factor attendance into the grade evaluation. However, instructors must explicitly state this in the course syllabus and notify students taking the course in advance.

Section 4 Publicly funded students

Article 18 The university adopts a dual-track system of publicly funded and self funded students. Publicly funded students enrolled in the Bachelor's programs of each department are entitled to government sponsorship during their period of study.

The rights and obligations of publicly funded students are governed by the Teacher Education Act, the Regulations on Publicly Funded Student Scholarships and Service Assignments, and other related regulations.

Article 19 If there are vacancies for publicly funded students in any department, they may be filled by self-funded students from the same department. The government sponsorship will be granted from the date of substitution until the completion of the pre-service teacher education program. The substitution procedures shall be stipulated separately.

Bachelor’s program publicly funded students who transfer to another department or university will lose their publicly funded status and must repay, in full, all public funds received during their enrollment.

Section 5 Transfers to other departments or degree programs, Minor, Double Majors, Interdisciplinary Bachelor's Degree, and credit transfer.

Article 20 Students may apply for a transfer to another department or degree program within the same school system after completing at least one semester of study and consulting with their academic advisor. Students who apply for a transfer before the start of their junior year may enroll in the junior year of a department or degree program of a similar nature. If transferring to a department or degree program of a different nature, they must enroll in the sophomore year.

Students who apply for a transfer due to special circumstances before the start of their senior year may enroll in the junior year of a department or degree program of a similar nature. Students who apply for a transfer at a later stage may transfer to a department or degree program of a similar nature and enroll in the appropriate year of study, based on their previously completed courses and credits.

For students who are downgraded to another department or degree program, the repeated years of study shall not be included in the maximum study period of the transferred department or degree program.

Students transferring into or out of the Indigenous Program must adhere to the transfer regulations of both the Program and the University.

Students admitted to the Post-Bachelor Second-Specialty Degree Program are not permitted to transfer to another department, group, degree program, or declare a double major.

Transfers between departments or degree programs, including transfers within the same department but different groups, shall be handled in accordance with the university's "Guidelines for Department Transfer."

Article 21 Students may request a transfer to another department or degree program only once and have to complete all courses and credits required by the new department or degree program before they can graduate. If a transfer request has been granted, students can cancel their request within two weeks after the start of the new semester after the admission announcement has been issued.

Article 22 The courses and credits required for transfer students are determined by the Dean of the department or degree program which they are transferred in.

Article 23 Students who under have no circumstances allowed to apply for a transfer to another department or degree program if one the following conditions applies:

1.Suspension of studies (studies have not been resumed yet).

2.Students who are not allowed to request a transfer due to other relevant laws and regulations.

Article 23.1 Starting from the second year, students may pursue minors, double majors, or various degree programs offered by this university or by other departments at other universities. However, applications for minors, double majors, or various degree programs at other universities must be for programs not offered by this university and must be approved by both this university and the other university.

Students applying to pursue a minor shall adhere to the university's "Regulations for the

Pursuit of Minors" and "Regulations for Cross-School Minors for Undergraduate Students." Students applying to pursue double majors shall adhere to the university's "Regulations for the Pursuit of Double Majors" and "Guidelines for Cross-School Double Majors for Undergraduate Students."

Article 23.2 Students who apply for dual enrollment should apply to their department or institute before the start of classes in the semester in which the fact of dual enrollment occurs, and submit it to the Academic Affairs Office for registration with the consent of the department supervisor, the dean of the college, and the dean of the academic department. Those who have student status without consent shall be withdrawn from the University once they are found to be in the same school, except in the case of retroactive recognition.

Article 23.3: Regulations regarding students pursuing interdisciplinary bachelor's degrees shall be handled in accordance with the university's "Guidelines for the Establishment of Interdisciplinary Bachelor's Degree Programs."

Article 24 Students who have successfully completed courses and earned credits prior to enrollment, transfer to another department or degree program may apply for credit transfer.

For professional courses of the department or degree program and University Core Curriculum credits (including Chinese Language Ability and Education, Mandarin Chinese, English, Physical Education, University Core General Education, etc.), that are approved for credit transfer, the transferred courses and credits shall be listed on the academic transcript, but the original grades shall not be recorded. Matters related to credit transfer shall be handled in accordance with the " Course Credit Transfer Regulations for Students" of this university.

Students admitted to the Post-Bachelor Second-Specialty Bachelor's Degree Program, after credit transfer, must have earned at least 40 credits in actual study, unless otherwise specified by the competent authorities.

Section 6 Suspension, resumption, and termination of studies and expulsions

Article 25 Students may apply for a suspension of their studies due to serious illness (a medical certificate from an approved medical institution is required) or special circumstances. For undergraduate students, the signature of approval from a parent or guardian is required, except for students who are 18 years of age or older. Students whose suspension requests have been approved must complete the check-out procedures for the suspension to take effect.

Students who fail to register by the deadline and do not apply for a suspension of studies but are granted special approval to retroactively apply for suspension due to exceptional circumstances must first pay the registration fees before proceeding with the suspension process. Refunds for suspension, termination of studies, or graduation will be handled in accordance with the "Operational Guidelines for Refunds in Case of Departure due to Suspension, Termination of Studies, or Graduation."

Article 26 Students may apply for suspension of studies for one semester, one academic year, or two academic years, but they are not permitted to resume studies in the middle of a semester.

The total suspension period is generally limited to two academic years.

Students who suspend their studies due to military conscription, pregnancy, childbirth, or the need to care for children under three years of age must submit supporting documents with their application. The time taken for such circumstances will not be counted toward the total suspension period.

If students need to extend their suspension beyond the two-year limit, they may be granted an extension of up to one semester or one academic year upon approval.

Students who are unable to resume studies on time due to severe illness or special circumstances at the end of their suspension period must provide supporting documentation and seek approval from the president.

Article 27 Starting one week before the final examination period, applications for suspension of studies for the current semester will no longer be accepted. However, in cases of special circumstances, the application may be processed upon special approval by the president.

Article 28 If applications for suspension of studies have been approved, scores received during suspension periods will not be counted and students are not eligible for graduation during these periods.

Article 29 Students on leave of absence must apply for resumption of studies before the expiration of their suspension period through the "Student Online Application System for Leave of Absence, Withdrawal, Resumption of Studies, and Abandonment of Student Status" (undergraduate students must obtain the signed consent of a parent or guardian, except for those who are 18 years of age or older). Those who fail to apply for resumption of studies shall be considered withdrawn from the university.

Students resuming their studies after suspension will enroll in the next academic year or semester that corresponds to their original department or degree program. However, students who suspend their studies in the middle of a semester shall resume their studies in the same academic year or semester in their original department or degree program.

If the original department or degree program has been modified or discontinued, the university will guide the students to transfer to an appropriate department or degree program to continue their studies.

Article 30 Students shall be expelled if one of the following conditions applies:

1. Those who have not completed the required courses and credits upon the expiration of their maximum study extension period, or who fail to meet the graduation qualification requirements stipulated in Article 50.
2. Students who fail to resume their studies or fail to apply for further suspension of studies upon expiry of suspension periods.
3. Current students fail to register within the specified deadline without providing a reason and haven’t applied for suspension of studies.
4. Unsatisfactory conduct scores.
5. Students apply for termination of studies on their own accord.
6. GPA for the semester meets the criteria stated in Article 43 of the Academic Regulations.
7. Students who are simultaneously enrolled at another university without permission from

this university.

8. Students meet the criteria for expulsion stated in the " Student Recognition and Discipline Regulations" of this university.

Article 31 Students who applied for termination of studies on their own accord (for applications by undergraduate students the signature of approval by parents or guardians is required) have to complete the required check-out procedures before the termination comes into effect.

Article 32 Students who voluntarily terminate their studies or are expelled from the university must complete the required check-out procedures at the Registration Section. Publicly funded students are required to repay all grants received during their period of study before completing the check-out process.

Students who have been officially enrolled at this university for at least one semester and have recorded academic scores are eligible to apply for a certificate of study.

Article 33 Students shall be expelled under any of the following circumstances. Parents or guardians of undergraduate students will be notified, and no academic certificates will be issued:

1. Submitted academic certificates such as diplomas, certificates of study, and academic background certificates have been forged, altered, or obtained in a fraudulent manner.
2. Student IDs, certificates of study, degree certificates, report cards, and academic transcripts issued by the university have been forged or altered.
3. Entrance exam fraud has been verified in court or by the university.
4. It is verified upon review that the admission or transfer qualifications do not comply with the requirements of the university.
5. Students who are expelled according to the Student Recognition and Discipline Regulations of this university.

Students who are expelled still required to complete the check-out procedures. Students who graduated from this university will forfeit their graduation qualifications, and degrees and diplomas that have been awarded will be revoked. Publicly funded students are required to pay back all received grants in one payment.

Article 34 Students who are subject to expulsion or dismissal from the university and who file an appeal in accordance with the university's student appeal system shall not have the execution of the original sanction suspended due to the filing of the appeal before the final decision is made. However, they may apply to the Office of Academic Affairs for permission to continue their studies during the appeal process. The appeal procedures shall be stipulated separately and implemented upon approval by the Ministry of Education.

Students who have received the abovementioned penalties and are allowed to resume their studies after filing further appeals or initiating administrative litigation (their internal appeals having been rejected) shall resume their studies within two years. If they are unable to resume their studies in a timely fashion due to special circumstances, they have to apply for suspension of studies for their period of absence. These suspensions will not be included in the calculation of study periods.

If the penalty is revoked as a result of the appeal process, the courses, credits, and scores awarded during this process will be recognized. If the original penalty is confirmed, a credit

certificate will be issued for the credits awarded during this process.

Section 7 Exams, scores, and make- up exams

Article 35 Student scores are categorized into academic scores (including internships) and conduct scores, each with a maximum of 100 points. Academic scores are assessed using a letter grading system or evaluation methods such as “Pass,” “Fail,” or “Incomplete.”

Conduct scores are evaluated, reviewed, and recorded in accordance with the university’s “Student Behavior Evaluation Regulations.”

Students enrolled in bachelor’s degree programs within individual departments or degree programs must achieve a grade of C- or higher, or receive a “Pass” grade, to successfully complete the course. No credits will be awarded for failed courses or those evaluated as “Fail.”

The scores of students who began their studies on the Meilun campus in the Academic Year 2007/2008 or earlier are calculated using the percentage system, with a maximum score of 100 and a passing grade of 60 for undergraduate students.

For students who enrolled on the Meilun campus in the Academic Year 2008/2009 or later, their scores are calculated in accordance with the provisions stated in Paragraphs 1 and 2 of this article.

Article 36 The assessment of academic performance for students at the university adopts a diversified evaluation approach. Instructors may comprehensively evaluate students' learning outcomes based on their classroom performance, reports, presentations or performances, as well as quizzes, mid-term, and final examinations. The evaluation method for semester academic grades shall be explicitly specified in the course syllabus.

Article 37 The types, calculation methods and grading system for student academic scores are as follows:

1. Types of academic scores
    a. Class performance scores: This score is determined based on in- class assessments, the mid- term assessment, lecture notes, study notes, and report and lab scores.
    b. Semester scores: This score is determined based on the semester assessment, final report, and class performance scores.
2. Average scores for the semester are calculated as follows:
    a. The number of credits for a subject are multiplied by the academic grade to obtain the number of grade points.
    b. The sum of the credits for the courses that the student has registered for is the total number of credits.
    c. The sum of the grade points for all subjects is the total amount of grade points.
    d. The total amount of grade points is divided by the total number of credits to obtain the average score for the semester (GPA). (This doesn’t include summer courses.)
    e. Failed courses are included in the calculation of average scores.
    f. Pass/Fail graded courses only earn students credits but do not count toward the average score.

3. Below is a conversion table between the letter grading system and the percentage system for the calculation of academic scores

Grade point average (GPA)	Percentage system	Letter grading system
4.5	90-100	A+
4.0	85-89	A
3.7	80-84	A-
3.3	77-79	B+
3.0	73-76	B
2.7	70-72	B-
2.5	67-69	C+
2.3	63-66	C
2.0	60-62	C-
1.0	50-59	D
0.0	<50	E

For students who enrolled at the Meilun campus in Academic Year 2007/2008 or earlier, academic scores are calculated using the percentage system. On English academic transcripts, the corresponding grade classification is as follows:

A: 80-90

B: 70-79

C: 60-69

D: 50-59

E: 50<

4. Graduation GPA: Total number of grade points is divided by total number of credits awarded for all semesters (including summer courses)

Article 38 Average semester grades and graduation scores are calculated to the second decimal place. For students enrolled at the Meilun campus in the Academic Year 2007/2008 or earlier, all scores with decimal points are rounded to the nearest integer. Semester average grades and graduation scores, however, are calculated to the second decimal place.

Article 39 For courses that are required to span the entire academic year, if students attend only one semester or earn scores for only one semester, departments and degree programs shall decide whether these courses can be counted toward graduation credits.

However, if the courses that are counted toward the broader University Core Curriculum (including Chinese Language Ability and Education, Mandarin Chinese, English, Physical Education, University Core General Education, etc.), credits for each semester may be independently recognized for the respective subject.

Article 40 After exam scores are submitted to the Registration Division by the course instructor, students are not allowed to request modifications. Errors or omissions caused by the instructor shall be handled in accordance with the university's "Guidelines for Faculty Submission and Correction of Grades."

Article 41 Unexcused absence from exams will result in a grade of zero. If students are unable to

attend exams due to leaves for official business, bereavement leaves, sick leaves, or other special circumstances, they are eligible for make-up exams if their leaves have been approved. Make-up exams will be administered within a specified time frame. No make-up exams will be administered after the deadline. Make-up exam scores will be graded according to the actual scores.

If approved leaves due to pregnancy, care for young children, and childbirth lead to absence, no score deductions are imposed. If students miss more than one third of all classes over the whole semester, make-up exams may be administered and other remedial measures imposed in a flexible manner based on the requirements and specific nature of the course. The results of make-up exams are calculated based on actual scores.

Article 42 Verified instances of exam fraud will result in a score of zero for the respective exam and will be referred to the Office of Student Affairs. The case will be processed according to the university's "Student Recognition and Discipline Regulations" based on the severity of the offense.

Article 43 Students whose academic performance during a semester falls below satisfactory levels and meets the mid-term early warning criteria, or whose semester GPA does not meet the minimum passing standard (below 2.00 for undergraduate students and below 2.70 for graduate students), shall receive academic guidance. Guidance shall be implemented in accordance with the university's "Guidelines for Academic Guidance" which will be stipulated separately.

Students whose GPA fails to meet the minimum requirements for two consecutive semesters or a total of three semesters, and who have failed more than two-thirds of the total credits attempted throughout their studies, shall be expelled.

Additionally, students who have completed fewer than ten credits in a full semester (inclusive), or who hold a physical or mental disability certificate or have been officially recognized as physically or mentally disabled by relevant government authorities, are exempt from the aforementioned restrictions.

Credits for physical education and national defense elective courses shall be included in the calculation of the aforementioned total academic credits.

Article 44 The semester scores for each course must be entered and uploaded by instructors via the online score registration system following the completion of the final exam. This process must be completed before the deadline stipulated in the university's "Guidelines for Faculty Submission and Correction of Grades."

Article 45 Entrance and transfer exam papers, along with score records submitted each semester by instructors to the Office of Academic Affairs, shall be retained by the Office for one year for reference or review by superior administrative and educational agencies.

Student exam papers conducted during their studies shall be preserved by instructors at their discretion. Semester scores registered by the Office of Academic Affairs shall be retained permanently.

Section 8 Program duration and credits

Article 46 The university adopts an academic year credit system, with a standard program duration of

four years for all departments and degree programs.

Students who are unable to complete all required courses and credits within the standard program duration may extend their study period by up to two years.

The term of study for the Post-Bachelor Second-Specialty Degree Program is one to two years. Students who fail to complete the required courses and credits within this timeframe may extend their study period by an additional year.

Students pursuing a double major or an interdisciplinary bachelor's degree who have completed the required courses and credits of their major department after the two-year study extension period, but have not yet completed the required courses and credits for the double major or interdisciplinary bachelor's degree, may apply to extend their study period for another year.

Students holding physical or mental disability certificates, or whose disabilities have been certified by relevant government authorities, may extend their study period by up to four years, depending on their physical and mental conditions and academic needs.

In cases of pregnancy, childbirth, or the care of children under three years of age, students may apply for an extension by submitting the necessary documentation. The duration of the extension will be determined based on the reasons provided in the application and the actual requirements.

Article 47 Courses at this university are calculated based on a credit system, with one credit typically corresponding to 18 hours of instruction. For internships or lab courses, one credit corresponds to 36 to 54 hours of instruction, following the university's established guidelines.

Article 48 Students enrolled in departments or degree programs (including publicly funded students) are required to complete the prescribed courses and credits as outlined in the regulations.

Students who fulfill all required courses and credits of their department or degree program one semester or one year before the standard program duration must still register for the subsequent semester, unless they qualify for early graduation due to outstanding academic performance, in accordance with the university's "Guidelines for Early Graduation."

The Guidelines for Early Graduation shall be formulated separately and submitted to the Ministry of Education for record-keeping purposes.

Article 49 Transfer students have to complete the required courses and credits of NDHU departments and degree programs after transferring to the university.

Section 9 Graduation and degrees

Article 50 Students who have completed the required study period and meet the following regulations are eligible for graduation:

Graduation qualifications are reviewed based on the curriculum plan for any academic year during the student's study period. Students must select the applicable plan during the first preliminary graduation assessment. Once selected, graduation qualifications will be evaluated according to the regulations outlined in the curriculum plan of the selected

academic year.

1. Students must complete the required major domain programs and University Core Curriculum specified by their respective departments, and attain a total of at least 128 graduation credits (or higher if required by the department). After completing the aforementioned programs and courses, if the required minimum graduation credits have still not been met, any remaining credits may be fulfilled through free electives.
   However, this shall not apply to cases where credit requirements are reduced for the purpose of university educational experimentation upon approval by the Academic Affairs Committee and subsequent authorization from the Ministry of Education.
2. Students who meet the graduation criteria and the assessment system of " English Proficiency", " Cross-Field Self-Study" and " Physical Fitness" for Bachelor programs.
3. The conduct scores for every semester have to meet the passing requirements.
4. In accordance with the "Standards for Recognition of Equivalent Educational Levels for University Admission", students whose academic background is equivalent to the second year of domestic senior secondary school (such as graduates of the fifth-year secondary education system) shall be required to complete at least 12 additional credits for graduation. The number of additional credits and the required courses shall be determined by each department or degree program.
5. The total number of credits taken in each student of Post-Bachelor Second-Specialty Bachelor's Degree Program shall not be less than 48 credits.

The "Guidelines of Graduation Qualification Approval", "Regulations of Academic Program Implementation" and "Implementation Measures for Cross-Domain Autonomous Learning Certification" shall be stipulated separately.

Article 51 Graduates who meet the provisions outlined in the previous article shall be awarded a Bachelor's degree according to their enrolled colleges, departments, and degree programs. The degree certificate will only be issued by the university upon successful completion of the required departure procedures.

Article 51-1 Regulations regarding the Chinese and English names of degrees, awarding requirements, issuance of degree certificates, and annotations for all types of degree programs at the university shall be proposed by the colleges, institutes, departments, degree programs, and divisions of this university. These regulations must be reviewed and approved by the department and institute meetings, as well as the college meetings, before final approval by the Academic Affairs Meeting for implementation.

The determination of Chinese and English names for all types of degrees shall comply with international conventions and trends, refer to the "Chinese and English Degree Name Reference Manual" published by the Ministry of Education, and reflect the unique characteristics, course content, field of study, academic orientation, or professional focus of each college, institute, department, degree program, and division.

The university's "Regulations for Degree Award" shall be separately formulated and submitted to the Ministry of Education for record-keeping purposes.

Article 51.2 For students approved for graduation pursuant to Article 51 or Article 69, if they are

involved in incidents of sexual assault, sexual harassment, or sexual bullying, and their graduation date occurs before the conclusion of the investigation conducted by the university's Gender Equity Education Committee, the issuance of their degree certificate may be temporarily withheld. Specifically, if the case remains under investigation—with concerns that the student's misconduct might result in disciplinary measures such as expulsion or withdrawal from the university—the degree certificate shall be withheld following a resolution by the Gender Equity Education Committee, subject to countersignature and approval by both the Office of Student Affairs and the Office of Academic Affairs.

Article 52 Students can pursue further studies at partner universities abroad with which the university has signed academic cooperation agreements, based on the contracts and mutual recommendations and admission regulations. Upon meeting the graduation requirements of both institutions, students will receive degrees from both schools.

Each department, institute, and degree program may, based on actual needs, establish separate foreign dual-degree programs with partner institutions abroad, specifying the required courses and credits. These programs will be implemented after being discussed and approved by the university's curriculum committee and academic affairs meeting.

Students approved by the university to pursue a dual degree at an overseas institution, who are unable to complete their studies at the partner university and whose total study period at both institutions does not exceed the maximum duration specified by the university, may apply to return to their original department, institute, or degree program at the appropriate year level. The application must be submitted to the Office of Academic Affairs with a report and supporting documents no later than two weeks before the start of classes each semester, as specified in the university's academic calendar. Courses and credits earned at the overseas institution, where applicable and passed, may be credited toward the university's requirements in accordance with the " Course Credit Transfer Regulations for Students" of this university.

The implementation regulations for the dual degree program in collaboration with overseas universities shall be separately formulated by the university.

Part 3 Graduate students

Section 1 Admission

Article 53 Graduates holding a Bachelor's degree from a public or registered private university (including independent colleges) or a foreign university recognized by the Ministry of Education, as well as individuals with equivalent academic qualifications as stipulated by the Ministry of Education, are eligible to apply for enrollment in the university's Master's or Doctoral programs.

Additionally, individuals who have obtained a Master's or Doctoral degree and have successfully passed the entrance examination for these programs may also enroll in the university's Master's or Doctoral programs.

The guidelines for entrance examinations for Master's and Doctoral programs shall be

stipulated separately.

Article 53-1 Students admitted to the university's doctoral, master's, or in-service master's programs may apply for early enrollment—one semester in advance—subject to approval from the admitting department, institute, or college.

Article 54 Foreign students who successfully pass the review process may be admitted to the university's master's and doctoral programs. The relevant regulations shall be formulated separately and implemented upon approval by the Ministry of Education.

Article 55 Graduate student enrollment and registration shall be carried out in accordance with the provisions of Article 7 of the Academic Regulations.

Article 56 The retention of admission status for graduate students shall be handled in accordance with the provisions of Article 9 of the Academic Regulations.

Section 2 Payment of fees, registration, and course selection.

Article 57 Unless otherwise specified in this chapter, graduate student payment and registration procedures shall be conducted in accordance with the provisions of Articles 10 and 14 of these regulations.

Article 57.1 If a graduate student experiences a major disaster, their academic rights and interests shall be handled in accordance with Article 10-1, Paragraph 1 of these regulations.

Flexible study regulations for outstanding student-athletes shall be processed according to Article 10-1, Paragraph 2 of these regulations.

Article 58 Course selection for graduate students shall be conducted in accordance with the relevant provisions for undergraduate students in these regulations, unless otherwise specified.

Article 59 The number of credits required per semester for graduate students shall be determined by individual departments and degree programs. However, credits earned from undergraduate courses shall not be counted toward the total number of credits required for graduation.

Part 3 Leaves, truancy, and score deductions

Article 60 Graduate students' leave requests, truancy, and score deductions shall be handled in accordance with Articles 16 and 17 of these Academic Regulations.

Part 4 Transferring to other Departments, Institute, or Degree Program, Minor, and Double Major

Article 61 Beginning in the second semester, graduate students may apply for a transfer between departments, institutes, or degree programs. Unless otherwise specified in this chapter, transfer procedures shall be conducted in accordance with Articles 21, 22, 23, and 24 of these regulations. The university's "Guidelines for Department Transfers" shall be formulated separately.

For transfers within the same department, institute, or degree program, the procedures shall follow the provisions outlined above.

Graduate students may pursue a minor at the same level or one level lower (institute or degree program). The procedures for pursuing a minor shall be handled in accordance with the university's "Regulations for Pursuit of Minors," which shall be stipulated separately.

Article 61-1 Graduate students may pursue a double major. The procedures for pursuing a double

major shall be handled in accordance with the university's "Regulations for Pursuit of Double Majors," which shall be stipulated separately.

Section 5 Suspension, resumption, termination of studies and expulsions

Article 62 Unless otherwise specified in this chapter, the regulations governing graduate student suspension, resumption, withdrawal, and expulsion shall be handled in accordance with Articles 25, 26, 27, 28, 29, 31, 32, 33, and 34 of these Academic Regulations.

Article 63 Graduate students shall be expelled if one of the following conditions applies:

1. The study period has expired, and the student has not completed the required courses and credits, has not met the English proficiency graduation requirement specified in the curriculum plan of the department, institute, or degree program, or has not completed and submitted the thesis as required.
2. Students meet the criteria for expulsion stated in the "Student Recognition and Discipline Regulations" of this university.
3. Students who fail to resume their studies or fail to apply for further suspension of studies upon expiry of suspension periods.
4. Current students fail to register within the specified deadline without providing a reason and haven't applied for suspension of studies. Newly admitted students are handled according to the regulations in Article 10 of these Academic Regulations.
5. Unsatisfactory conduct scores.
6. Graduate students fail their degree examinations and are not eligible for a make-up exam or fail the make-up exam.
7. PhD students who fail to complete the qualifying examination for doctoral candidacy within the time limit and number of attempts specified by their department or institute.
8. Students apply for termination of studies on their own accord.
9. Students who are simultaneously enrolled at another university without permission from this university.
10. In cases where plagiarism or fraud is found in a thesis, creation, performance, written report, or technical report, and the investigation confirms the violation, the student's graduation qualifications and conferred degree shall be revoked. The degree certificate shall be publicly nullified and recalled, and relevant universities and institutions shall be notified accordingly.

Section 6 Exams, scores, and make-up exams

Article 64 Unless otherwise specified in this chapter, graduate student exams, grades, and make-up exams shall be conducted in accordance with Paragraph 1 of Article 35 and Articles 36, 38, 39, 40, 41, 42, 43, 44, and 45 of these regulations.

A letter grading system is used for degree examinations, with a minimum passing grade of B- or Pass for all departments and degree programs. No credits shall be granted for failed or non-passing exams.

For students who enrolled at the Meilun campus in the Academic Year 2007/2008 or earlier, scores are calculated based on the percentage system, with 100 as the maximum score and

70 as the passing grade for graduate students.

For students enrolled in the Academic Year 2008/2009 or later, grading shall follow the regulations stipulated in Paragraph 1 of this article.

Article 65 The types, calculation methods, and grading scale of graduate students' academic performance are as follows:

1. Types of academic scores
   a. Class performance scores: This score is determined based on in-class assessments, the mid-term assessment, lecture notes, study notes, and report and lab scores.
   b. Semester scores: This score is determined based on the semester assessment, and class performance scores.
2. Average scores for the semester are calculated as follows (non-graduate programs are excluded)
   a. The number of credits for a subject are multiplied by the academic grade to obtain the number of grade points.
   b. The sum of the credits for the courses that the graduate student has registered for is the total number of credits.
   c. The sum of the grade points for all subjects is the total amount of grade points.
   d. The total amount of grade points is divided by the total number of credits to obtain the average score for the semester (GPA). This doesn't include summer courses.
   e. Failed courses are included in the calculation of average scores.
   g. Pass/fail graded courses only earn students credits but do not count toward the average score.
   h. If students didn't complete their thesis, the score of the degree examination will not be included in the calculation of the graduation score.
3. For a conversion table between the letter grading system and the percentage system for the calculation of academic scores please refer to Article 37.

For students who enrolled at the Meilun campus in Academic Year 2007/2008 or earlier, academic scores are calculated using the percentage system. On English academic transcripts, the corresponding grade classification is as follows:

A: 80-90

B: 70-79

C: 60-69

D: 50-59

E: 50<

Scores of students who enrolled in 2008/2009 or later are calculated based on the letter grading system.

4. The graduation score of graduate students is calculated based on 50% of the degree examination score and 50% of the GPA.

Section 7 Program duration and credits

Article 66 The university adopts an academic credit system. The maximum study period for doctoral

programs in each department, institute, or degree program is 2 to 7 years, while the maximum study period for master's programs is 1 to 4 years. However, for in-service graduate students, the study period may be extended by an additional 2 years. The total required credits are determined by each department, institute or degree program.

Graduate students pursuing a double major who have met the graduation requirements of their primary department but have not met the graduation requirements of the additional department may extend their study period by one year. If they still fail to meet the graduation requirements of the additional department, they will graduate with the qualifications of their primary department.

Graduate students who hold a disability handbook or have been certified as disabled by relevant government agencies, as well as those who apply for an extension of their study period due to pregnancy, childbirth, or the need to care for a child under three years old, may apply for an extension in accordance with the provisions of Article 46.

Article 67 Graduate students earn one credit for every 18 hours of instruction. For internships or laboratory courses, one credit corresponds to 36 to 54 hours of instruction, following the university's established guidelines.

Article68 Graduate students may apply for credit exemption for courses and credits successfully completed prior to enrollment in accordance with the university's "Course Credit Transfer Regulations for Students."

Section 8 Graduation and degrees

Article 69 PhD and master's degree students who meet the following requirements shall be eligible for graduation:

1. Successful completion of all required courses and credits as prescribed by the graduate school or degree program within the designated study period set by the university.
2. Successful completion of all relevant examinations in accordance with the university's "Regulations for PhD and Master's Degree Examinations" and fulfillment of the associated requirements.
3. Conduct scores must the passing requirements for every semester.

Article 70 Graduate students who meet the requirements outlined in the previous article shall be awarded a doctoral or master's degree in accordance with the Degree Conferral Regulations and issued the corresponding degree certificate

Article 71 The graduate degree examination must be completed by January 31 in the first semester and by July 31 in the second semester. The degree certificate conferral dates are January for the first semester and June for the second semester. However, if the required courses and credits have been completed and no courses or credits are taken during the semester of the degree examination, the degree certificate may be awarded in the month the student passes the degree examination.

Article 72 The university's "Operating Rules for Direct Admission to Ph.D." shall be stipulated separately.

Article 73 Unless otherwise specified, graduate students pursuing a dual degree program in collaboration with international universities shall follow the provisions set forth in Article

52 of the Academic Regulations.

Part 4 Student status management

Article 74 Detailed records will be kept of the following student data: Name, gender, indigenous tribe, physical and mental disability, birth date, permanent address, contact number, ID number (or ARC number), nationality of foreign students, country of residency of overseas Chinese students, enrollment status, educational level during enrollment, date of enrollment, home college, department, degree program, section, and class, suspension and resumption of studies, transfers to other departments, sections, or degree programs, minors, double majors, scores for courses and credits, graduation dates, awarded degrees (or record of expulsion), name of parents or guardians, correspondence address and contact number. Student names, birth dates, and enrollment statuses are based on the data provided by students when reporting for a test or during the admission or enrollment process or as stated on the documents submitted during the admission process. If the data in academic certificates do not match those on the Personal ID, entries will be based on the information on the ID with the provision that the academic certificates have to be updated by the respective educational institutions which the student graduated from within a specified deadline.

Article 75 Student data such as home colleges, departments, or degree programs, years of study, academic records as well as registration records, suspension and resumption of studies, expulsions, transfers to other departments or degree programs, minors, and double majors are based on the original enrollment and score records kept by the Registration Section of the Office of Academic Affairs. All student data and scores should be entered and preserved properly.

Article 76 Currently enrolled students and university alumni shall provide documents issued by household registration offices when applying for a name or birth date change. Diplomas issued upon graduation are affixed with the seal of the university.

Article77 Admissions and enrollment of Overseas Chinese students, foreign students, Mongolian and Tibetan students returning for advanced studies from abroad, students with aboriginal status, students with physical or mental disability certificates or students whose physical or mental disabilities have been verified by government agencies, children of expatriates, and university students with outstanding athletic talent that meet the criteria as defined by the Ministry of Education are handled according to the stipulations in the Academic Regulations unless stated otherwise in relevant laws and regulations.

Article 78 The “Guidelines for the Handling of Academic Studies and Enrollment Status during Stays Abroad” of this university shall be stipulated separately.

Part 5 Supplementary provisions

Article79 The forms and documents required for these Academic Regulations and the fee standards are stated elsewhere.

Article 80 For matters that are not specified in these guidelines, the related regulations and guidelines

of the university and the relevant laws and regulations of the Ministry of Education shall apply.

Article 81 Individual departments and degree programs are entitled to formulate additional regulations regarding study requirements based on the relevant laws and academic regulations.

Article 82 The Academic Regulations of this university and all amendments are subject to approval by the Academic Affairs Committee and the University Affairs Meeting before they are announced and implemented and shall be reported to the Ministry of Education for future reference. The same applies to amendments.

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Approval History:

September 17, 2008 – Approved by the first session of the University Affairs Planning Committee in the first semester of the Academic Year 2008/2009.

October 20, 2008 – Approved for future reference by the Ministry of Education under Official Document No. 0970209585.

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July 26, 2012 – Approved for future reference by the Ministry of Education under Official Document No. 1010136419

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September 12, 2016 – Approved for future reference by the Ministry of Education under Official Document No. 105105534

October 12, 2016 – Approved by the first session of the Academic Affairs Meeting in the first semester of the Academic Year 2016/2017

November 30, 2016 – Approved by the first session of the University Affairs Meeting in the first semester of the Academic Year 2016/2017

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March 15, 2017 – Approved by the first session of the Academic Affairs Meeting in the second semester of the Academic Year 2016/2017.

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May 31, 2017 – Approved by the first session of the University Affairs Meeting in the second semester of the Academic Year 2016/2017.

September 19, 2017 – Approved for future reference by the Ministry of Education under Official Document No. 1060101468

March 21, 2018 – Approved by the first session of the Academic Affairs Meeting in the second semester of the Academic Year 2017/2018.

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August 8, 2018 – Approved for future reference by the Ministry of Education under Official Document No. 1070128831

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June 9, 2021 – Approved by the first session of the University Affairs Meeting in the second semester of the Academic Year 2020/2021.

August 16, 2021 – Approved for future reference by the Ministry of Education under Official Document No. 1100108818 (amended Articles 20, 51, 53-1, 61-1, 69, and Chapter 4 title in Part III: Graduate Students).

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November 24, 2021 – Approved by the first session of the University Affairs Meeting in the first semester of the Academic Year 2021/2022

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