

University of Kang Ning

Academic Policies

Drafted by the University Administration Meeting on September 14,2015

Approved by the University Affairs Meeting on September 22,2015

Amended and approved by the 2nd Academic Affairs Meeting on October 14, 2017

Amended and approved by the 2017 Academic Year First Semester University Affairs Meeting on January 10, 2018

Amended and approved by the 2017 Academic Year Second Semester Academic Affairs Meeting on June 6, 2017

Amended and approved by the 2017 Academic Year Second Semester University Affairs Meeting on June 27, 2018.

Approved by the Ministry of Education in reference to document Tai-jiao-kao-(erh)-zi 1070116566 on August 23, 2018

Book One: General Provisions

- Article 1 The University of Kang Ning Academic Policies are formulated in accordance with the *University Act*, the *Enforcement Rules of the University Act*, the *Degree Conferral Act*, the *Enforcement Rules of the Degree Conferral Act*, as well as related laws and regulations. The academic policies for the junior college division are stipulated in a separate document.
- Article 2 Student enrollment, leave of absence, resumption of studies, withdrawal, transfer to another university, transfer to another department (program), minor (program), double major, dual degree, grading, graduation and other related matters are subject to these Academic Policies.

Book Two: Bachelor's Program

Chapter One Admissions

- Article 3 At the beginning of an academic year, the University will openly recruit first-year undergraduate and postgraduate bachelor degree program students, and second-year and third-year transfer students in accordance with the admissions guideline. In addition, according to relevant regulations, the University may enroll overseas students and foreign students. The admissions of foreign students are stated in a separate document which is reported to and approved by Ministry of Education.
- Article 4 Students who have graduated from public or lawful private senior high schools, or schools of equivalent standing, and those who meet the same scholastic standards of the Ministry of Education, after passing the entrance examination will be accepted as a freshman to the University. Students from other countries, Hong Kong, or Macao whose graduation certificate is equivalent to the level of the second year of domestic senior high schools must take an additional 12 credits on top of the graduation requirement, the

courses to be decided by each department.

Students to enroll in the postgraduate bachelor degree program must have graduated and received at least a bachelor's degree from a university or independent college recognized by the Ministry of Education, or overseas university or independent college recognized by the *Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education*, the *Regulations Governing the Assessment and Recognition of Mainland China Academic Records*, and the *Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao*. Students must have fulfilled their duty of mandatory military service or have no such duty.

Students who have graduated from public or lawful private junior college or have the equivalent academic qualifications recognized by the educational laws, may enter as a freshman of the two-year bachelor degree program after passing the entrance examination.

Article 5

The university may hold transfer examinations when openings are available for bachelor degree programs. However, transfer students are not accepted for first-year and final-year undergraduate students.

The above mentioned openings do not include those reserved for students who have applied for retainment of student status or leave of absence. The total number of students shall not exceed the number of students approved by the Ministry of Education.

Qualifications of the transfer student and related matters of the transfer examination are formulated by the Admissions Committee of the University based on the University admissions policies and relevant laws. Admissions guidelines are stated in another document reported to and approved by the Ministry of Education.

The credits transferred or courses waived for the transfer students into the second year of the university cannot be over the number of credits credited in the first year of the department; for the transfer students into the third year of the University, the total number of credits transferred or courses waived cannot be over the total number of credits credited for the first and second year students in the University. From the year the transfer students enter the University, the required credits of the following study years should not be reduced. The University policies for course waivers are stipulated separately and reported to and approved by Ministry of Education.

Article 6

All newly admitted and transfer students should arrive on campus to complete the enrollment procedure during the designated period of time indicated in the academic calendar. Failure to do so before the deadline will

disqualify students from enrolling in the University. After entering the University, male students with obligatory military service must apply for a levy or convene as required. The undone application for a levy or convene affecting the individual's study or the obstruction of military service will be dealt with according to relevant laws and regulations.

Newly admitted students who cannot enter the University on time due to hospitalization, military service, or other special incidents, may apply for the retainment of student status upon submission of related documents. If approved, admissions status will be retained for one year or until the completion of military service.

Students may apply for retainment of student status prior to the registration period with proof of pregnancy, delivery or parenting of children under three years of age. The retainment period depends on the need of the student and may not exceed three years.

Those who participate in the Youth Education and Employment Savings Account Program may apply for the retainment of student status for up to a period of three years. Approved students may have dual student status.

Article 7

If the documents submitted by the student of the University are borrowed, fraudulently used, forged or altered, the student shall be expelled from the University and shall not be issued with any supporting documents related to the completion of the taken courses. If any violation of the above-mentioned eligibilities of status and academic qualifications is found after the person graduated from the University, the individual's degree will be rescinded and diploma will be revoked.

Chapter 2

Payment, Registration, Course Selection

Article 8

At the beginning of each semester, students should complete the procedures of payment, registration, and course selection according to the following regulations.

1. Payment and registration: Students should complete payment of all fees by the deadline stipulated by the University, seen as the completion of registration. Students who fail to complete registration within two weeks of the registration date are considered to have failed to register and shall be dismissed, except those who have received an official approval for registration deferment under special circumstances. Those who fail to complete registration due to an unavoidable incident but have received an official approval for registration deferment are not subject to this rule. Refunds resulting from taking a leave of absence (study suspension) or withdrawal shall be administered in accordance with The Regulations for

Collecting Tuition and Fees for Colleges and Universities and The Regulations for Collecting Fees from Students in Colleges and Universities.

After the course add/drop period ends, students in the continuing education bachelor degree program should pay their fees by the announced deadline. Students with overdue payment are subject to the following rules.

- (1) Fee payment will no longer be accepted. Students should complete the form required by the Curriculum Section to cancel unpaid courses and credits. Students who do not complete the form and whose unpaid courses and credits can be identified, these courses and credits will be cancelled by the Curriculum Section. The University has the right to cancel courses and credits equivalent to the amount of unpaid fees; students cannot raise objections in such case.
 - (2) If the cancellation of courses and credits is related to student status, the matter will be handled according to relevant regulations of the Academic Policies.
2. Course selection (including preliminary selection, adding, and dropping courses): Course selection must be completed with the specified period announced by the Curriculum Section. Students who do not complete course selection the latest by a month after the first day of school will be suspended.
- (1) Course selection is carried out according to the Course Selection Guidelines.
 - (2) Bachelor degree program students may not select less than 15 credits or more than 25 credits per semester during their first, second and third year of study, and no less than 9 credits and no more than 25 credits during the fourth year of study. Continuing education bachelor degree program students may not select less than 9 credits or more than 25 credits per semester. Students who extend their study over 4 years are not subject to the selection of a minimum of 9 credits starting from the fifth year of their study.

The number of years of study for students enrolled in the post-baccalaureate bachelor degree program is one to two years, which may be extended according to the nature of the program. Those students who want to graduate from this program must complete at least 48 credits and should take the credits of thematic project or monograph. Students who have completed the bachelor's degree level or above in relevant fields of the subjects may apply for credits

waived; however, the actual credits taken should not be less than 40. Students with good academic performance (the top 10% students of the class in the previous semester) will be approved by the chair of the department to take one or two additional subjects or to take advanced courses or courses in other department.

- (3) Academic departments may allow students of the continuing education bachelor degree program to take courses during the day, not exceeding one-third of the total number of credits taken by the student that semester.
- (4) Students who enroll for less than 9 credits during a semester are not subjected to Clause 2 and Clause 3 of Article 22. The total number of credits taken should include physical education, national defense education, service learning and other elective courses.
- (5) Students who need to retake courses should do so as a priority. Courses taken and passed should not be taken again. Students cannot take courses that are held at the same time, if done so, students will receive a mark of zero for these courses.
- (6) Students may withdraw from up to two courses six weeks prior to the final examination period. Students should still have the minimum number of required credits after the withdrawal and should receive permission from the chair of the department before sending the application to the Curriculum Section. (Courses withdrawn will be shown on academic records and transcripts. Students should exercise caution when they select courses.)
- (7) Students who meet the requirements of inter-collegiate course enrollment may select courses offered by another college or university. Regulations governing inter-collegiate course selection is formulated in a separate document and reported to the Ministry of Education.
- (8) Courses selected by students offered by the University or through inter-collegiate course selection may be of distance education nature, the credits earned are governed by the Academic Policies. Regulations on distance education courses are formulated separately.
- (9) Students qualified as “outstanding athletic performers” are allowed flexibility in course selection according to the Regulations Governing the Flexible Course Selection of Outstanding Athletic Performers.

Chapter 3
Article 9

Excused and Unexcused Absence

When a student’s request for a leave is approved, the student’s absence is

considered excused. When the student misses a class without submitting a leave request or without approval, the absence is regarded as unexcused. Regulations for Student Leave of Absence is stipulated separately.

Article 10 When a student misses an hour of class unexcused, one point may be deducted from the final course score. Three hours of excused absence will result in one point deducted from the course score. Students with approved official leave and excused sick leave with certificate of diagnosis will have no points deducted from the course score. Students with excused leave due to pregnancy, childbirth, or parenting of children under three years of age will have no points deducted from the course score.

Article 11 Students who are absent from class for more than one-third of the course hours during the semester due to illness or personal leave, should apply for leave of absence or withdrawal; however, students with excused leave due to pregnancy, childbirth, parenting of children under three years old, maternal leave and students with outstanding athletic performance status are not subject to such rule. When a student's absences from class exceed one third of the total class hours for a course in a semester, the student may be banned from taking the course final examination.

Chapter 4 Intercollegiate Transfer, Interdepartmental Transfer, Minor, Double Major, International Dual Degree Program

Article 12 If a student applies for intercollegiate transfer for any reason, he or she must obtain the consent of the parent or guardian. After the approval and completion of the formalities for withdrawal, a certificate of study will be issued. Once the certificate of study is issued, the student cannot ask to return to the University to study.

Article 13 Rules for student transfer to another department (section, or program) are as follows:

1. Students who have completed the first year of study in a department, section, or program may apply to transfer to another department, section, or program, starting from the second academic year. Students who turn in their application before the third year of their undergraduate studies, may transfer as a third year student to a similar department (section, or program) or as a second year student to a dissimilar department (section, or program). Students who for special reasons apply to transfer to another department before the fourth year of their academic studies, may transfer as a third year student to a similar department or minor program.

(1) A similar department (section, or program) is such that the transfer student is able to complete all required courses and credits within the

undergraduate program length of study starting from the time of transfer to the end of the allowed length of study for the undergraduate program (excluding extra years of study due to poor academic performance). Otherwise, the departments (sections or programs) are dissimilar in nature, and students must transfer into a lower year of study.

(2) In accordance with the preceding rule, students applying to transfer to the third-year of a department, section or program, must be able to waive at least 48 course credits.

2. Students approved to transfer who have completed required courses of the new department (section, or program) at their original department (section, or program), may apply for course credit waiver. Students would still need to complete all required courses and credits of the new department within the maximum length of study in order to graduate.
3. Students wishing to transfer to another department (section, or program) should follow the regulations of the University, send in their application to the Registration Section, seek agreement from chair of the department or program, and receive final approval from the Office of Academic Affairs. When necessary, students shall take examination for the transfer.

Article 14

Undergraduate students may select a minor department, a minor program, or double major in accordance with the following regulations:

1. Students, according to their interests, may choose another department or program as their minor or double major.
2. Students who are approved to have a minor should complete at least 20 credits of the professional courses required for the minor; students who are approved to have double majors should complete all course credits required by the primary department and another 40 credits or more of courses required by the other major (including all required professional courses). All of the credits of the courses required by the other major should not be counted towards the minimal graduation credits required by the primary major.
3. The regulations for minor and double major are reported to the Ministry of Education for reference.

Article 15

To broaden students' horizon, enhance international academic exchange, and strengthen the exchanges and study with foreign university students, the University may have dual-degree programs with foreign universities, the regulations for which are reported to the Ministry of Education for reference.

Chapter 5

Leave of Absence, Resumption of Study, Expulsion, and Revocation of Student Status

Article 16

Regulations for student leave of absence are as follows:

1. Students with serious illness with proof from public hospital or who face serious matter with parent or guardian written consent may apply for a leave of absence of one semester, one academic year or two academic years, at a time. The duration allowed for the leave of absence is a maximum of two years. In the case of a severe illness, students may apply for an extension of another two years of leave upon approval of the University president.
2. If during the leave of absence a student needs to fulfill his military obligation, with a copy of the draft order or a military service ID, the student may apply for an extension of leave until discharge. The duration of military service will not be counted into the maximum two years of leave of absence. Students may apply for a leave of up to two years with proof of pregnancy, childbirth, or the parenting of children under three years of age; this leave will not be counted into the maximum two years of leave of absence.
3. A graduating student in the current year who has not completed the course requirements for graduation and is required to complete the coursework in the second semester of the next academic year is entitled to apply for study suspension for the first semester, and to be exempt from the regulation of the two year maximum of study suspension. Registered students should enroll in at least one course.
4. Students applying for a leave are required to complete the procedure with the Office of Academic Affairs during the semester or before the graduation examination. When approved, the student will be issued a certificate of leave.
5. Academic grades are not counted the semester the student apply for a leave. The duration of leave is not counted into the maximum length of study allowed for study.

Article 17

The rules for the resumption of studies are as follows:

1. Students should return to the University to resume their studies upon receiving the resumption of studies notice. If the student needs to extend his or her leave due to medical reasons or military service, the student would need to provide diagnosis certificate from a public hospital or a military service discharge order. Approved to resume their studies, students will be enrolled in their original department and year of study.

2. Students who took a leave during a semester or prior to the final examination, shall return to their original year of study. If the student's original department underwent changes or is closed, student will be advised to register with another appropriate department.

Article 18

Withdrawal, Expulsion, Revocation of Student Status and Appeal:

1. Students are withdrawn from the university if any of the following apply.
 - (1) Students who voluntarily withdraw from the University with written consent from parent or guardian.
 - (2) Students who do not resume their studies at the end of their leave of absence period.
 - (3) Students who receive a failing grade for personal conduct or who have committed violations, as confirmed by the Student Rewards and Penalty Committee and approved by the President of the University.
 - (4) Students who fail to complete their degree program requirements, coursework and credits at the end of the maximum duration of study.
 - (5) Students who without approval are registered at two universities.
 - (6) Students who are expelled for other reasons listed in the Academic Policies.
2. Student status is revoked if any of the following apply.
 - (1) Circumstances described in Article 7 of the Academic Policies.
 - (2) Qualifications to enroll or transfer deemed invalid.
 - (3) Committing serious violation as confirmed by the Student Rewards and Penalty Committee and approved by the President of the University.
3. Except for students who do not resume their studies at the end of their leave period, students who withdraw or are expelled may apply for a certificate of study. However, for students whose student status is revoked, the University will not provide a certificate of study; students will not receive any certificate of study and are not eligible to register for any entrance examinations or transfer examinations held by the University.
4. Students who disagree with actions taken by the University in regards to withdrawal or expulsion, are entitled to make an appeal with the Student Appeals Review Committee within 10 days upon receipt of the disposition. During the appeals period, student status and grading are administered as follows:
 - (1) Before the result of the appeal is confirmed, the original action taken by the University shall be enforced. However, the student may continue to study in the school and the student registration matters

other than the non-issuance of diploma shall be handled in the same manner as current students.

- (2) If the original sanction is upheld as a result of the appeal, the credits and grades received during the appeal period shall not be recognized, while refunds will be administered according to relevant regulations. If the original sanction is altered, those who are unable to apply for reenrollment within the designated period due to special circumstances shall complete the relevant procedures under administrative assistance. The applicant should also complete the application for leave of absence for the period before reenrollment.
- (3) If the appeal filed is rejected by the Student Appeals Review Committee of the University, a petition and administrative litigation may also be filed in accordance with law. If the original decision is determined by the superior competent authority or administrative court to be in clear violation of law or inappropriate, the original sanction shall be altered. If the disciplinary action of expulsion is altered, those who are unable to personally apply for reenrollment within the designated period due to special circumstances shall complete the relevant procedures under administrative assistance. The applicant should also complete the application for leave of absence for the period before reenrollment.

Chapter 6

Article 19

Examination, Grading, Makeup Examination, Course re-enrollment

In addition to the University entrance examination, the examinations administered by the University are divided into the following four types:

1. Routine observation: Held by the course instructor any time.
2. Quiz: Held by the course instructor during class time.
3. Midterm Examination: Held during the semester at a specified time. The midterm exam of each subject is held at least once in a semester.
4. Final or Graduation Examination: Held at the end of each semester at a specified time.

All test papers and scores for various examinations held by the University are to be kept for one year after the examination.

Article 20

Students of undergraduate programs are evaluated on a scale of 0 to 100 points for academic performance (including internship) and ethical conduct, with 100 as the highest grade and 60 as the lowest passing grade. Except for the grades for ethical conduct, physical education, and national defense education, which are regulated separately, the final semester grade for each course shall be calculated by the instructor according to the results of routine

observation, tests/quizzes, midterm examination, and final examination (or graduation examination). The completed grade sheets shall be submitted to the Registrar's Section under the Office of Academic Affairs before the deadline. If the grade sheets fail to be handed in before the deadline, the Office of Academic Affairs will notify the department. If grades are still not turned in by the course instructor after twice of notice, the instructor will be reported to the Academic Affairs Meeting and to the Personnel Office as reference for future consideration of promotion, evaluation and renewal of contract.

1. The average semester grade is calculated as follows:
 - (1) For each course, the course score is multiplied by the number of credit hours.
 - (2) The sum of the score calculated for all courses with the above equation divided by the total number of credit hours taken for one semester is the average semester grade.
 - (3) The average semester grade includes the calculation of scores received for failing classes.
2. The graduation score takes into consideration of all credit hours taken and all course grades.
3. Academic grade are as follows:
 - Excellent: scores from 90 to 100.
 - A: scores from 80 to 89.
 - B: scores from 70 to 79.
 - C: scores from 60 to 69.
 - D: scores less than 60.
4. A student receiving a failing grade with score below 60 for a course will not be given the course credits.
5. If a student is banned from taking the final or graduation examination for a course, zero will be the score of the exam.
6. Upon submission to the Office of Academic Affairs, course grades shall not be altered. If students have doubts about their grades, they must submit a written inquiry to the Registration Section within a week after receiving their report cards. In case of miscalculation or other errors, the alteration of grades should be administered according to the university regulations.

Article 21

Students who fail to pass the courses taken shall be dealt with according to the following rules:

1. Students will not be given any remedial (makeup) examination for a failed course. A failed course that is required for graduation shall be

retaken and completed in a later semester.

2. Students who for two consecutive academic years have failed more than two-thirds of the total taken course credits should be expelled from the University.
3. Overseas Chinese students, foreign students, Mongolian and Tibetan students returning to Taiwan to study, indigenous students, children of government officials residing in foreign countries, and students qualifying as "outstanding athletic performers" by Ministry of Education regulations, who for two consecutive academic years have failed more than two-thirds of the total taken course credits should be expelled from the University.
4. Students with government-issued disability card or those diagnosed with special education needs, or students enrolled in post-baccalaureate bachelor degree program, are not subject to expulsion based on academic grades.

Article 22

Students who need to have a makeup examination for reasons of official or sick leave, or conflict in examination schedule, should seek approval from the Office of Academic Affairs and Office of Student Affairs before the examination takes place. With the official approval note from the Curriculum Section, the course instructor shall arrange a time for the makeup exam within the period specified on the academic calendar.

For students with a a sick leave, a makeup exam score is calculated against a 60 baseline, with score points above 60 calculated with a 50% discount, and then added to 60. The score of a makeup examination shall not be discounted for students who were on an official leave or who had examination schedule conflict.

For students who are granted excused absence for more than one-third of the course hours due to pregnancy, childbirth, or parenting of children under three years of age, the instructor may use makeup examination or other remedial measures so that the student shall have a final score as course grade. The makeup examination score for such students should not be discounted.

Chapter 7

Graduation

Article 23

In general, the duration of academic study is set at four years for bachelor degree program students. Students with outstanding academic performance may apply for an early graduation, the rules of which are specified in a separate document presented to the Ministry of Education for reference. Students who do not complete all required credits in four years may apply for an extension of the length of study from one semester to a maximum of two

academic years. Students with double major may apply for an additional one semester or one academic year extension. Students with government-issued disability card may extend their length of study for a maximum of four years. Students with pregnancy, childbirth, or parenting of children under three years of age may extend their length of study for a maximum of four years.

Article 24

Graduating students who fail to complete required courses or credits and need to retake courses that are only offered in the second semester shall be exempted from registering the first semester by applying for a leave of absence. Students who are registered shall enroll in at least one course.

Article 25

Undergraduate students who complete all required courses and credits with passing grades within the length of study earn a bachelor degree certificate from the University. Certificate issued for the post-baccalaureate second expertise bachelor degree program should be marked with the words “Post-baccalaureate ○○○ Program”.

Book Three: Master’s Program

Chapter 1

Admissions

Article 26

Students with bachelor’s degree from public or private universities or independent colleges recognized by the Ministry of Education, or hold a bachelor’s degree recognized by the *Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education*, the *Regulations Governing the Assessment and Recognition of Mainland China Academic Records*, or the *Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao*, or meet the *Standards for Recognition of Equivalent Education Level as Qualified for Entering University*, shall be accepted to the University’s master’s program upon passing the entrance examination or through the application and screening process. Students with considerable working experience may be admitted to the in-service master’s program upon passing the entrance examination.

Article 27

Foreign students who meet the qualifications of Article 3 and pass the screening by the University shall be admitted to the master’s degree program. Foreign students with considerable working experience may be admitted to the in-service master’s program.

Foreign students are not allowed to enroll in the program if one-third of the semester time has passed; with approval from the chair of the graduate institute, the student may register and enter the program the second semester. Students with pregnancy, childbirth, or parenting of children under three years of age may apply for deferred admission for up to three years.

Students who are simultaneously enrolled at the University and another university should apply for and seek approval of dual student status.

Article 28

The University forms a committee to handle the admissions tasks of recruiting master's program students, all of which should be dealt in accordance with the principles of justness, fairness and openness, the regulations of which are stipulated separately and presented to the Ministry of Education for approval.

Chapter 2

Registration and Course Selection

Article 29

Graduate students should complete the check-in, fee payment, registration and course selection process in the beginning of each semester.

1. Report for registration: Newly admitted students with the admissions notice and current students with student ID card should report for registration in person and hand in the graduation certificate or equivalent academic credentials and other documents.
2. Payment: Students should pay the fees charged by the University when registering. Students who request a leave of absence or withdrawal will be refunded in accordance with the *Regulations for Refunds for Leave of Absence and Withdrawal*. The refund standard is based on the *Regulations for Collecting Tuition and Fees for Colleges and Universities* and *The Regulations for Collecting Fees from Students in Colleges and Higher Education*.
3. Registration: Students should complete registration with the Office of Academic Affairs within the prescribed time frame. If the student is unable to complete the registration on time due to illness, special circumstances or irresistible natural disaster, the student shall apply for leave of absence and may then postpone the registration.
4. Course selection: Upon completion of registration, the student shall discuss with the chair of the graduate institute to select his or her advisor, and select courses upon approval of the chair and the advisor. Students in the in-service master's program may take one to two courses in the daytime master's program.

Article 30

Course selection (preliminary selection and add/drop): Students who fail to complete course selection by the deadline, and do not finish course selection the latest by one month after the beginning of the semester, will be withdrawn from the University.

Chapter 3

Duration of Study, Credits, Examinations, Grading, and Transfer

Article 31

The duration of the master's degree program is limited to one to four years.

In-service graduate students who do not complete the required courses or thesis within the prescribed period of study may be extended the length of study for one additional year.

Students with pregnancy, childbirth and parenting of children under three years of age may extend their length of study for a maximum of four years.

Article 32

Graduate students in the master's program must complete a minimum of 24 credits of coursework. The graduate institutes of the University may raise the minimum requirement based on individual institute needs.

Article 33

Students' grades are divided into academic grades and ethical conduct grades. The full score is 100, and 70 is the passing grade. A failed course shall not be given any remedial (makeup) examination; students who fail a required course must retake the course. Students who need to take undergraduate courses as deemed by the chair of the institute, should pass those courses with a passing grade of 60, but the score is not counted towards the overall semester grade average.

For students who are granted excused absence for more than one-third of the course hours due to pregnancy, childbirth, or parenting of children under three years of age, the instructor may use makeup examination or other remedial measures so that the student shall have a final score as course grade. The makeup examination score for such students should not be discounted. Graduating master's student's average academic score and score from degree examination will be the student's graduation score.

The score for each course shall be entered into grade sheets by the course instructor and submitted to the Registrar's Section before the deadline. If the grade sheets are not handed in before the deadline, the Office of Academic Affairs will notify the department. If grades are still not turned in by the course instructor after twice of notice, the instructor will be reported to the Academic Affairs Meeting and to the Personnel Office as reference for future consideration of promotion, evaluation and renewal of contract.

Upon submission to the Office of Academic Affairs, course grades shall not be altered. If students have doubts about their grades, they must submit a written inquiry to the Registration Section within a week after receiving their report cards. In case of miscalculation or other errors, the alteration of grades should be administered according to the university regulations.

Article 34

Except for special circumstances with approval from respective chairs of the graduate institutions and the President of the University, graduate students are not allowed to transfer to another graduate institute. Students can only apply for a transfer after the completion of one academic year of studying, is limited to one time, and once approved cannot be revoked.

Chapter 4

Leave of Absence, Resumption of Study, Withdrawal

Article 35

1. Regulations for student leave of absence are as follows:
2. Students with serious illness with proof from public hospital or who face serious matter with parent or guardian written consent may apply for a leave of absence of one semester, one academic year or two academic years, at a time. The duration allowed for the leave of absence is a maximum of two years. In the case of a severe illness, students may apply for an extension of another two years of leave upon approval of the University president.
3. If during the leave of absence a student needs to fulfill his military obligation, with a copy of the draft order or a military service ID, the student may apply for an extension of leave until discharge. The duration of military service will not be counted into the maximum two years of leave of absence. Students may apply for a leave of up to two years with proof of pregnancy, childbirth, or the parenting of children under three years of age; this leave will not be counted into the maximum two years of leave of absence.
4. Students who participate in the Youth Education and Employment Savings Account Program may apply for a leave of absence for up to a period of three years, which will not be counted towards the maximum duration of study for the master's program.
5. Students applying for a leave are required to complete the procedure with the Office of Academic Affairs during the semester or before the graduation examination. When approved, the student will be issued a certificate of leave.
6. Academic grades are not counted the semester the student apply for a leave. The duration of leave is not counted into the maximum length of study allowed for study.

Article 36

The rules for the resumption of studies are as follows:

1. Students should return to the University to resume their studies upon receiving the resumption of studies notice. If the student needs to extend his or her leave due to medical reasons or military service, the student would need to provide diagnosis certificate from a public hospital or a military service discharge order. Approved to resume their studies, students will be enrolled in their original department and year of study. Students who took a leave during a semester or prior to the final examination, shall return to their original year of study.

Article 37

Graduate students are to withdraw from the University if found in the

following situations:

1. According to Article 31, a student who fails to complete their degree program requirements, coursework and credits at the expiration of the maximum duration of study.
2. Students who have not passed the degree examination, or who do not qualify for a retake, or who fail the exam for the second time.
3. The student is absent from all course examinations during a semester, or receive a score of zero for all courses during a semester.
4. Students who with parent or guardian approval, applies for voluntary withdrawal from the University.
5. Student whose eligibility to enter the University is found to be unqualified.
6. Students who do not re-enroll by the end of their approved leave of absence period.

Article 38 Graduate students who violate University rules or commit illegal acts are subject to the University Regulations of Rewards and Penalties. Depending on the circumstances of violations, students may be expelled or receive appropriate penalties for their acts.

Chapter 5 Graduation and Degree Awarding

Article 39

1. Graduate students who meet the following requirements are qualified for graduation.
2. Students have completed the required courses and credits within the time limit for degree completion and passed the degree examination. The regulations for degree examination are stipulated collectively by the graduate institutes and approved by the Academic Affairs Meeting and reported to the Ministry of Education for reference.
3. Students have received a passing grade for conduct every semester.

Article 40 Graduate students meeting the above requirements are awarded the Master's degree and diploma. Students should complete the procedure of leaving the University before graduation.

Book 4: Student Records Management

Article 41 Students admitted to the University are required to register their names and birth dates the same as they are identified on their ROC ID card or personal ID documents applicable to international students to complete the student status registration at the beginning of school. Any personal information documented for student status registration inconsistent with that on the student's personal ID should be corrected immediately.

Article 42 Enrolled students, dropouts or alumni of the University who need to make changes to their name or birth date shall submit an application, together with related documents issued by the government authorities, to the Office of Academic Affairs. Students' degrees and diplomas will be rectified and stamped with the University seal.

Book 5: Appendices

Article 43 The right to study for students who are stricken by sudden catastrophes is handled in accordance to the *Principles of Handling the Disaster Stricken Students' Right to Study*. Such students may be granted flexibility in retaining admission status, taking courses from colleges and universities of close proximity, waiving course credits, grading, attendance and leave of absence, and extending leave of absence and period of study, after decision is made by the Academic Affairs Meeting. Major catastrophe is defined by the Ministry of Education.

Article 44 Any matter not covered in the Academic Policies shall be administered in accordance with the Ministry of Education laws and University regulations.

Article 45 The Academic Policies are promulgated and implemented upon passing the University Academic Affairs Meeting and University Affairs Meeting and reported to the Ministry of Education for reference. Any amendments shall be processed accordingly.