

Guidelines for Handling Student Grades and Make-up Examinations for Approved Leave, National Taipei University of Business

Approved by the 6th Academic Affairs Meeting of the 2nd Semester of Academic Year 2013 on June 24, 2014
Amended and approved at the 1st Academic Affairs Council Meeting of the 1st semester of Academic Year 2014 on September 12, 2014
Amended and approved at the 2nd Academic Affairs Council Meeting of the 2nd semester of Academic Year 2019 on May 14, 2020
Amended and approved at the 1st Academic Affairs Council Meeting of the 2nd semester of Academic Year 2022 on April 11, 2023
Amended and approved at the 1st Academic Affairs Council Meeting of the 1st semester of Academic Year 2023 on October 18, 2023

- I. To handle matters related to the calculation of grades and make-up examinations for approved leave (hereinafter referred to as “make-up examinations for approved leave”) for undergraduate and junior college students, National Taipei University of Business (hereinafter referred to as the “University”) hereby establishes the “Guidelines for Handling Student Grades and Make-up Examinations for Approved Leave, National Taipei University of Business” (hereinafter referred to as the “Guidelines”).
- II. Student grades are comprised of two categories: academic performance and student conduct. Academic performance is calculated on a percentage scale, and conduct is calculated on a letter grade scale. Under the percentage grading scale, the maximum score is 100 points (conduct grades are capped at 95 points), with 60 points as the passing mark. The correspondence between the percentage grading scale and the letter-grade scale with grade points is as follows:
 - (I) Academic performance
 1. 90 points and above: Excellent (A+), 4 grade points.
 2. 80 to under 90 points: A, 4 grade points.
 3. 70 to under 80 points: B, 3 grade points.
 4. 60 to under 70 points: C, 2 grade points.
 5. 50 to under 60 points: D, 1 grade point.
 6. Under 50 points: E, 0 grade points.
 - (II) Conduct grade
 1. 90 to 95 points: Excellent (A+), 4 grade points.
 2. 80 to under 90 points: A, 4 grade points.
 3. 70 to under 80 points: B, 3 grade points.
 4. 60 to under 70 points: C, 2 grade points.
 5. 55 to under 60 points: D, 1 grade point.
 6. Under 55 points: E, 0 grade points.

Where the grade given exceeds 95 points, it shall be recorded as 95 points and rated as Excellent (A+).
- III. Student academic performance is assessed on the basis of the following three components:
 - (I) Continuous assessment: conducted by the course instructor from time to time through written work, oral examinations, inspection of notebooks, reports, problem-solving assignments, and similar means.
 - (II) Midterm examination: administered by the course instructor within the period scheduled by the Office of Academic Affairs.
 - (III) Final examination: administered by the course instructor within the period scheduled by the Office of Academic Affairs before the end of the semester.
- IV. The semester grade for each course shall be assessed by the course instructor based on continuous assessment, midterm examinations, final examinations, and other methods. The weighting of each component in the semester grade shall be calculated in accordance with the University’s prescribed standards. Where special circumstances require adjustments to the

grading methods and weighting, the course instructor may specify such methods and weighting in the course syllabus posted online and shall announce them no later than one week after the start of classes.

The University grading standards are as follows:

- (I) Continuous assessment grade: calculated on the basis of the continuous assessment results.
- (II) Semester grade: calculated by combining 40 percent of the final examination grade, 30 percent of the midterm examination grade, and 30 percent of the continuous assessment grade.

V. The students' semester grade point average (GPA) shall be calculated using the following method:

- (I) For each course, multiply the number of credits by the grade obtained to arrive at the grade points for that course.
- (II) Add up the credits of all courses taken in the semester to obtain the total number of credits.
- (III) Add up the grade points of all courses taken in the semester to obtain the total grade points.
- (IV) Divide the total grade points by the total number of credits to obtain the semester average.
- (V) The calculation of the average grade shall include grades of zero and all failing grades. The overall average of the students' semester grade point averages for all semesters shall be the graduation grade.

Where any grade contains a decimal, it shall be rounded to the nearest whole number by the method of rounding half up. The semester averages and graduation grades calculated by the academic affairs unit shall be carried to two decimal places.

VI. The recording of students' grades shall be based on the confirmed course enrollment list and the add or drop course records. The semester grade for each course shall be calculated and determined by the instructor based on continuous assessment, midterm examination results, and final examination results, and shall be submitted (uploaded) within the time limit specified by the academic affairs unit in accordance with the National Taipei University of Business Regulations Governing Faculty Submission and Correction of Grades.

VII. If a student has any question regarding a grade given by an instructor (midterm examination, semester grade, or graduation grade), the student shall, within one week after the grade is announced, submit a written application for grade review to the academic affairs unit (late applications will not be accepted). The academic affairs unit shall handle the matter in accordance with prescribed procedures and provide a written reply to the applicant within two weeks.

VIII. Once a student's grades have been assessed by the course instructor and submitted to the academic affairs administrative unit, they may not be changed; however, where an omission or error is attributable to the course instructor's mistake, an application for correction may be filed in accordance with the University's Regulations Governing Faculty Submission and Correction of Grades.

IX. No make-up examination will be arranged and no credits will be granted for any course in which a student receives a failing semester grade. A student whose total number of absences (approved or unapproved) in any course reaches one third of the total class hours for the semester shall not be allowed to take the final examination for that course and the semester grade for the course shall be recorded as zero.

X. Students who are unable to attend classes for any reason shall handle leave applications in accordance with the University's "Student Leave Regulations". Students who are unable to attend a midterm or final examination due to official leave (serving as a student representative in campus meetings representing the University in off-campus activities), bereavement leave for lineal ascendants, illness or injury, pregnancy, childbirth, the need to care for a child under three

years of age, approved sick leave due to menstrual discomfort, maternity leave, or other any other form of leave approved through an official request, may apply for a make-up examination in accordance with these Guidelines. Female students who are unable to come to campus to take midterm or final examinations due to menstruation and whose leave has been approved shall submit medical certification documents and may apply for a make-up examination.

- XI. If a student fails to take a midterm or final examination without approved leave, the recorded grade for that examination shall be zero. Students whose leave has been approved may take a make-up examination. Only one make-up examination shall be allowed. The time of the make-up examination shall be arranged by the instructor, and in principle shall be completed within two weeks after the end of the original examination. A student who is required to take a make-up examination but fails to do so without approval shall receive a score of zero for the make-up examination.
- XII. For students who take a make-up examination due to official leave (serving as a student representative in campus meetings or representing the University in off-campus activities), bereavement leave for lineal ascendants, **hospitalization** due to **illness or injury, statutory infectious diseases (as announced by the competent authority), pregnancy**, childbirth, the need to care for a child under three years of age, approved sick leave due to menstrual discomfort affecting attendance, maternity leave, or other leave approved through an official request, the make-up examination score shall be the actual score obtained. For all other types of leave, if the make up examination score is 60 or above, the portion exceeding 60 shall be counted at 70%; if the score is below 60, the actual score obtained shall be recorded.
- XIII. A student who receives a failing semester grade in a required course shall retake the course.
- XIV. For full year sequential courses taken by students, credits for each stage may be recognized separately.
- XV. If a student violates examination rules, the matter shall be handled in accordance with the University's "Student Examination Regulations", which are prescribed separately.
- XVI. Matters not provided for herein shall be handled in accordance with the University's Academic Regulations, the Academic Regulations for the Affiliated Junior College Division, and other relevant regulations.
- XVII. These Guidelines shall be implemented upon approval by the Academic Affairs Meeting and promulgation by the President. The same shall apply to any amendments.