

Academic Regulations of National Taipei University of Business

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Part I General Provisions

- Article 1 National Taipei University of Business (hereinafter referred to as the “University”) hereby formulates these Academic Regulations pursuant to the University Act, the Enforcement Rules of the University Act, the Degree Conferral Act, and other relevant regulations, for the purpose of administering student status and other related matters.
- Article 2 The Academic Regulations for the University’s Affiliated Junior College Division shall be prescribed separately.

Part II Undergraduate Programs

Chapter 1 Admission

- Article 3 The University publicly admits first year undergraduate students before the beginning of each

academic year, and may admit transfer students when there are unfilled quotas. The admissions regulations shall be drawn up prior to the entrance examinations and shall be implemented after being submitted to and approved by the Ministry of Education. The admissions regulations and the admissions prospectus shall be prescribed separately.

Article 4 Applicants who meet any of the following qualifications and are admitted through the entrance examination may enroll in the first year of the two-year daytime programs of each department of the University:

- I. Graduates of public or private junior colleges or higher institutions in the R.O.C., or of overseas junior colleges or higher institutions of an equivalent level.
- II. Those who have completed studies at public or private junior colleges and continuing education (supplementary) schools and obtained a diploma or a certificate of completion.
- III. Those who meet the requirements for taking the entrance examination with an equivalent educational level as prescribed in the relevant regulations.

Article 5 Applicants who meet one of the following qualifications and are admitted through the entrance examination may enroll as first-year students in the four-year daytime programs of each department:

- I. Graduates of public or duly registered private senior vocational schools (vocational programs), or graduates of five-year integrated vocational schools.
- II. Graduates of vocational programs attached to public or duly registered private senior high schools.
- III. Graduates of comprehensive senior high schools approved by the Ministry of Education to offer comprehensive curricula, whose diplomas are marked with "Comprehensive Senior High School Division."
- IV. Those who have completed studies at public or duly registered private senior vocational continuing education schools (including radio schools) or practical skill programs (formerly extended education programs), and obtained a qualification certificate issued by the competent educational authority.
- V. Those who have completed studies at vocational continuing education schools (including radio schools) or practical skill programs (formerly extended education programs) attached to public or duly registered private senior high schools, and obtained a qualification certificate issued by the competent educational authority.
- VI. Those who meet the requirements for taking the entrance examination with an equivalent educational level as prescribed in the relevant regulations.

Article 6 Foreign students may apply for admission to the University in accordance with the Regulations for Admission of International Students to National Taipei University of Business, which shall be prescribed separately and submitted to the Ministry of Education for approval.

Article 7 Students of the University and those of overseas universities/colleges may pursue transnational dual-degree programs in accordance with the Regulations for the Implementation of Transnational Dual-Degree Programs between National Taipei University of Business and Overseas Universities/Colleges, which shall be prescribed separately.

Article 8 New students and transfer students who have been admitted shall complete registration procedures at the University within the specified period, and present their original diploma or certificate of equivalent academic qualification, as well as other required documents. Those who fail to submit complete documents, fail to report for registration within the prescribed time limit, or fail to complete registration in accordance with the relevant regulations shall have their admission eligibility revoked. Students who, for legitimate reasons, have obtained approval for deferred payment may be granted provisional admission. However, if they fail to submit the required documents or complete payment within the prescribed period, their admission eligibility shall be revoked.

Article 9 Freshmen and transfer students who, due to serious illness, compulsory military service, pregnancy, childbirth or the need to care for children under three years of age, participation in the Youth Education and Employment Savings Accounts Program, or other special circumstances, are unable to enroll on schedule, shall apply for retention of admission eligibility

in accordance with the relevant University regulations, and no fees shall be charged. The Regulations for Students Applying for Retention of Admission Eligibility shall be prescribed separately. Transfer students may not apply for retention of admission eligibility.

Article 10 If, after enrollment, a freshman or transfer student is found to have cheated on the entrance examination, or any submitted documents are found not to comply with the admission requirements, or are forged, altered or fraudulent, the student's admission eligibility shall be revoked; if the student has already registered, their student status shall be cancelled and no academic certificates of any kind shall be issued; if such circumstances are discovered after graduation, the University shall revoke the student's graduation qualification and degree, and recover or invalidate the degree certificate.

Chapter 2 Fees, Registration, Course Selection, and Credit Transfer and Exemption

Article 11 Students shall pay all required fees at registration each semester in accordance with the relevant regulations. The fee schedule shall be formulated in accordance with the regulations of the Ministry of Education. The refund standards for students who apply for suspension of study or withdrawal from the University after registration shall also be prescribed in accordance with the regulations of the Ministry of Education.

Completion of both fee payment and course selection procedures shall constitute completion of registration.

Article 12 Students shall complete fee payment and registration procedures on or before the first day of classes (inclusive). Students who are unable to pay fees for specific reasons shall apply in accordance with the relevant regulations. The maximum extension period shall be three weeks, and the Principles for the Handling of Late Payment of Tuition and Miscellaneous Fees shall be prescribed separately

Students who meet the eligibility requirements for registration but fail to pay tuition, miscellaneous fees, and credit fees as required shall be deemed not registered. Except for those who apply for suspension of study on or before the first day of classes (inclusive), newly admitted students shall have their admission eligibility revoked, and continuing students shall be withdrawn from the University.

Article 13 Students shall, within the period stipulated for each semester, complete the procedures for adding and dropping courses in accordance with the class timetables announced for each class. Credits for courses for which students have not completed the prescribed add/drop procedures shall not be recognized. Students shall not, as a result of adding or dropping courses, cause their required credit load to exceed or fall below the prescribed total number of credits per semester. The Regulations for Student Course Selection shall be prescribed separately. Students who take courses at other universities shall proceed in accordance with the Regulations for Intercollegiate Course Selection of the University, which shall be prescribed separately.

Article 14 When taking required, elective, and make-up courses, students shall comply with the relevant regulations, and the classes shall not cause a scheduling conflict; otherwise, the grades for the overlapping courses shall not be recognized. Courses that have already been passed may not be retaken.

Article 15 For first-year students, students who have transferred to another department, transfer students, and students re-admitted through a new entrance examination, courses and credits completed with passing grades prior to admission that have been approved for credit transfer and exemption upon application may be counted toward graduation credits. Principles governing credit transfer and exemption are as follows:

I. Applications for credit transfer and exemption shall be submitted and completed within two weeks from the first day of classes of the first semester after transfer of department, transfer of school, or admission. Late applications will not be accepted.

II. Credit transfer and exemption for course credits shall adhere to the principle that credits may not be transferred and exempted more than once and shall be handled in accordance with the following provisions:

- (I) The course title or the substantive content of the course to be transferred or exempted shall be consistent.
- (II) Where course titles and contents are identical, or course titles differ but contents are identical, or course titles and contents differ but are of a similar nature, such courses may be mutually recognized for credit transfer and exemption.
- (III) Where a course with a higher number of credits is used to transfer and exempt to a course with a lower number of credits, the lower number of credits shall be recorded. Where a course with a lower number of credits is used to transfer to a course with a higher number of credits, the teaching unit shall designate additional courses to be taken to make up the credit shortfall. If there is no course with the same title, content, or similar nature that can be taken to make up the shortfall, credit transfer and exemption shall not be granted.
- (IV) For course for which credit transfer and exemption is requested, each department may, when necessary, require a qualifying examination before approving the transfer and exemption.
- (V) For applications to transfer and exempt credits for specialized courses, the original completion of such courses must have taken place within ten years prior to the time of application.

III. Maximum number of credits for transfer and exemption by program and year:

- (I) Four-year program: For first-year students, the maximum number of credits for transfer and exemption is 18. For students admitted by transfer into the first semester of the second year, the maximum is 36 credits; for those admitted into the second semester of the second year, the maximum is 54 credits; for those admitted into the first semester of the third year, the maximum is 70 credits; and for those admitted into the second semester of the third year, the maximum is 86 credits.
- (II) Two-year program: For both new students and transfer students, the maximum number of credits for transfer and exemption is 36.

The detailed provisions governing credit transfer and exemption shall be handled in accordance with the University's Regulations for Course Credit Transfer and Exemption for Students, which shall be prescribed separately.

Article 15-1 For credits earned prior to enrollment from credit courses offered by extension education programs of junior colleges or higher educational institutions, the recognition and transfer and exemption of such credits shall be handled in accordance with these Academic Regulations or other relevant regulations of the University. After credit transfer and exemption, the period of study at the University and the number of credits to be completed at the University shall not be less than one-half of the prescribed period of study and the total number of credits required for graduation in the given program, and in any case shall not be less than one academic year. Where such credits have already been used as eligibility for the University's entrance examination for new students, no further credit transfer based on those credits shall be granted after enrollment.

If the number of credits transferred and exempted from extension education courses taken through distance education exceeds one-third of the total number of credits required for graduation, the academic affairs unit shall compile a list and submit it to the Ministry of Education for record.

Chapter 3 Length of Study, Credits, and Academic Grades

Article 16 The daytime programs of the University adopt the academic year credit system. For two-year programs, the length of study shall be no less than two academic years, and the total number of credits required for graduation shall not be less than 72 credits. For four-year programs, the normal length of study is four academic years, and the total number of credits required for graduation shall not be less than 128 credits. Students who are unable to complete the required

number of credits within the prescribed period of study may extend their length of study, for up to a maximum of two additional academic years. The extended length of study for students pursuing a double major shall be handled in accordance with the relevant regulations governing double majors.

Students who graduate from overseas schools with a five-year secondary education system and are admitted to undergraduate programs of the University with equivalent academic standing shall, after registration, complete at least 12 additional credits. The courses to be taken shall be prescribed by each department.

Article 17 First-year students of two-year daytime programs and first- to third-year students of four-year daytime programs shall take no more than 25 credits and no fewer than 16 credits per semester. Second-year students of two-year programs and fourth-year students of four-year programs shall take no more than 25 credits and no fewer than 9 credits per semester. Where there is a genuine need to increase or decrease the number of credits taken, such adjustment shall be subject to the approval of the chair of the department concerned in accordance with relevant regulations.

Article 17-1 Students with severe disabilities may, in light of their actual condition, submit a student report, and upon approval by the department chair, dean, and Dean of Academic Affairs, be exempted from taking physical education courses.

Article 18 Students with disabilities pursuing a bachelor's degree who, due to their physical or mental condition and learning needs, are unable to complete the required credits within the prescribed length of study may extend their period of study for up to a maximum of four additional academic years.

Students who, due to pregnancy, childbirth, or the need to care for a child under three years of age, are unable to complete the required credits within the prescribed length of study may apply for an extension of their period of study.

Students applying for an extension of study shall proceed in accordance with the University's Regulations for the Administration of Returning Extended-study Students for Make-up Credits, which shall be prescribed separately.

Article 19 The calculation of course credits is, in principle, based on eighteen hours of instruction per credit. For practicum and laboratory courses attached to general courses, eighteen to thirty-six hours of instruction constitute one credit. Off-campus internship courses shall be handled in accordance with the University's Guidelines for Off-campus Internship Courses, which shall be prescribed separately.

Article 20 For students who have transferred to another department or transferred from another institution, the credits and courses they are required to take shall be determined by the department chair in accordance with the curriculum standards of the department and relevant regulations.

Article 21 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.

Article 22 Student academic grades shall be calculated in accordance with the grading standards prescribed by the University. For courses that, due to special circumstances, require a different grading method or weighting, the course instructor shall clearly specify such method and weighting in the course syllabus and make an announcement no later than one week after the beginning 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.

- Article 23 For each course, the semester grade shall be determined by the course instructor on the basis of continuous assessment, midterm examination, and final examination results, and shall be submitted to the academic affairs unit within the prescribed time limit. The detailed procedures shall be prescribed separately.
- Article 24 Once student grades have been submitted by the course instructor to the academic affairs unit, they shall not be changed. Where an omission or error has occurred due to instructor oversight, an application for grade correction may be filed. The relevant procedures shall be prescribed separately.
- 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.
- Article 25 Student grades are divided into academic performance and conduct. Academic performance is recorded on a percentage scale, while conduct grade is recorded on a letter-grade scale with corresponding grade points. 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
 - (I) 90 points and above: Excellent (A+), 4 grade points.
 - (II) 80 to under 90 points: A, 4 grade points.
 - (III) 70 to under 80 points: B, 3 grade points.
 - (IV) 60 to under 70 points: C, 2 grade points.
 - (V) 50 to under 60 points: D, 1 grade point.
 - (VI) Under 50 points: E, 0 grade points.
 - II. Conduct grade
 - (I) 90 to 95 points: Excellent (A+), 4 grade points.
 - (II) 80 to under 90 points: A, 4 grade points.
 - (III) 70 to under 80 points: B, 3 grade points.
 - (IV) 60 to under 70 points: C, 2 grade points.
 - (V) 55 to under 60 points: D, 1 grade point.
 - (VI) 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+).
- Article 26 Students who are absent from an examination without approved leave shall receive a score of zero for that examination.
- Article 27 Students who fail a course shall not be permitted to take a make-up examination for that course, shall not receive credits for it, and, in the case of required courses, must retake the course.
- Article 28 Where a student is unable to sit for the midterm or final examination due to illness, childbirth, or force majeure, the student shall, in advance or immediately thereafter, submit supporting documentation and complete leave procedures in accordance with the Student Leave Regulations. The Student Leave Regulations shall be prescribed separately.
- Article 29 If, due to any reason, a student cannot sit for the midterm or final examination, the student shall follow the University's Student Leave Regulations and the Guidelines for the Handling of Student Grades and Make-up Examinations.
- For students whose leave is duly approved, the make-up examination grade shall be calculated on the basis of 60 points, with any score above 60 being multiplied by 0.7. If the resulting grade is still a failing grade, the actual score obtained shall be recorded. However, for students on official leave (serving as a student representative in various University meetings and attending related meetings, or participating in on-campus or off-campus activities), those hospitalized due

to injury or illness, those suffering from notifiable communicable diseases (as announced by the competent authority), those on bereavement leave for a lineal relative, and those whose leave for reasons of pregnancy, childbirth, or childcare for a child under three years of age is duly approved (including related sick leave, maternity leave, or menstrual leave), as well as other cases specially approved for make-up examinations, no such discount shall be applied.

Article 30 As a general rule, make-up examinations for midterm and final examinations shall be administered within two weeks after the end of the respective examination period, and only one make-up examination shall be given. Students who are required to take a make-up examination but, without valid reason, fail to attend the examination at the scheduled time shall receive a score of zero for the make-up examination.

Article 31 If a student violates the examination rules, the matter shall be handled in accordance with the Regulations for Examination. The Regulations for Examination are prescribed separately.

Article 32 The semester academic average for students of the University shall be calculated as follows:

- 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 semester academic averages for a student during the entire period of study shall constitute the student's 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.

Article 33 All examination papers shall be kept by the University for one year. However, where an appeal has been filed in accordance with regulations, the papers shall be kept until the appeal procedure or remedy procedure has been concluded. All student grades shall be properly recorded and permanently preserved.

Chapter 4 Transfers, Minors, and Double Majors

Article 34 Students applying for a transfer to another department shall do so in accordance with the following provisions:

- I. All student transfers between departments/programs at the University shall be handled in accordance with the University's "Regulations Governing Student Transfer Between Departments and Programs"; the Regulations are separately stipulated.
- II. Daytime and Continuing Education students may not transfer between divisions. A transfer shall be subject to review and approval by the Transfer Review Committee.
- III. The Transfer Review Committee shall be composed of the Dean of Academic Affairs and the Chairpersons of all departments. Relevant staff may be invited to attend the meeting as non-voting participants, and the Dean of Academic Affairs shall serve as the convener.
- IV. A student may apply for a transfer only once (except where other special circumstances are approved through a case specific administrative process). Once approved, the student may not apply to transfer to another department or reselect the original department. However, if the student fails to adapt, the student may apply within one week after the start of the semester to return to the original department group for continued study, but may not apply for another transfer.
- V. A transfer student shall complete the required courses and credits prescribed by the department to which the student transfers before being eligible for graduation.
- VI. Students may not apply for a transfer during a leave of absence.
- VII. For students admitted through recommendation based selection, placement, or similar admission channels, whether a transfer is permitted shall be handled in accordance with the relevant admissions brochure.

- Article 35 After completing the first academic year (for four year programs) or the first semester (for two year programs), a student may apply, starting from the following semester, to take courses offered by another department under the same educational system as a minor. The “Regulations Governing Minors” are separately stipulated. These Regulations shall be implemented upon approval by the Academic Affairs Meeting and the President, and filed with the Ministry of Education for record; amendments thereto shall follow the same procedure.
- Article 36 After completing the first academic year (for four year programs) or the first semester (for two year programs), a student may apply, starting from the following semester, to take courses offered by another department of a different nature as a double major. The “Regulations Governing Minors” are separately stipulated. These Regulations shall be implemented upon approval by the Academic Affairs Meeting and the President, and filed with the Ministry of Education for record; amendments thereto shall follow the same procedure.
- Article 37 Students may apply to pursue a credit program in accordance with the University’s “Regulations Governing the Establishment of Credit Programs”; the Regulations are separately stipulated. Students who complete the courses and credits required for a credit program shall be issued a credit program certificate.
- Article 37-1 For students enrolled in a degree program, matters including student status administration, transfer between departments, pursuing a minor, pursuing a double major, and other related matters shall apply mutatis mutandis to the relevant provisions of these Academic Regulations for the Undergraduate Division, Graduate Institute, and Continuing Education Division.

Chapter 5 Leave of Absence, Suspension of Studies, Resumption of Studies, and Withdrawal

- Article 38 If a student is unable to attend classes for any reason, the student shall complete leave procedures in accordance with the Leave Regulations. An approved leave of absence shall be recorded as absence from class; an absence without approved leave shall be recorded as truancy.
- Article 39 If the total number of absences and/or truanicies in any course reaches one-third of the total class hours for the entire semester, the student shall not be permitted to take the final examination for that course, and the semester grade for that course shall be recorded as zero. This restriction shall not apply, however, to a student who has been approved for official leave to serve as a student representative at on-campus meetings or to participate in on-campus or off-campus activities, or who has been approved for leave due to hospitalization for injury or illness, statutory infectious diseases (as announced by the competent authority), pregnancy, childbirth, raising a child under three years of age, bereavement leave due to the death of a lineal relative, or other leave approved through a special case application.
- Article 40 For first-year students and transfer students, during the first semester of enrollment, in order to coordinate the admission-eligibility review process, an application for suspension of studies shall not be permitted, unless it is approved due to compulsory military service in accordance with law, serious illness, academic reasons, or other special reasons. A student who applies for suspension of studies for any reason may apply to the academic affairs unit for suspension for one semester, one academic year, or two academic years. Upon the expiration of a two-year suspension period, if the student is unable to resume studies in a timely manner due to serious illness, financial hardship of the family, or special circumstances, the student may, upon approval of a special-case application, be granted an extension; however, the extension shall be limited to a maximum of two academic years. The relevant regulations shall be prescribed separately.
- Article 41 An application for suspension of studies for the current semester shall be completed from the beginning of the semester up to seven days (including weekends and holidays) before the final examinations; applications submitted after the deadline shall not be accepted. A student who needs to apply during the winter or summer break for suspension of studies for the following semester shall complete the application before registration for the following semester. A student who needs to extend the suspension period shall complete the required procedures before the suspension period expires. Grades for the semester in which the student is on

suspension of studies shall not be calculated, and the suspension period shall not be counted toward the program duration.

Article 42 If a student is conscripted for compulsory military service during the suspension period, the student shall submit a copy of the conscription order to apply for an extension of the suspension period. The service period shall not be counted toward the suspension period. After completing military service, the student shall submit a copy of the discharge order to apply for resumption of studies.

Article 43 A student who applies for suspension of studies due to pregnancy, childbirth, or to raise a child under three years of age shall submit relevant supporting documents with the application. The suspension period applied for under the preceding paragraph shall not be counted toward the suspension limit. Upon the expiration of the suspension period, the student shall submit the child's birth certificate or relevant supporting documents to apply for resumption of studies.

A student who applies for suspension of studies to participate in the Youth Education and Employment Savings Account Program shall submit relevant supporting documents with the application. The suspension period applied for under the preceding paragraph shall not be counted toward the suspension limit, and the cumulative period shall be limited to a maximum of three academic years. Upon the expiration of the suspension period, the student shall submit proof of employment, service, or relevant supporting documents to apply for resumption of studies.

Article 44 A student applying for suspension of studies or withdrawal shall state the reasons in the application form and attach relevant supporting documents, complete the procedures in accordance with the prescribed process, and may leave the University only after approval and completion of the required clearance procedures.

Article 45 Upon the expiration of a suspension period, the student shall complete the resumption-of-studies procedures with the University in accordance with the administrative process. If the reason for suspension of studies ceases to exist and the student wishes to resume studies early, the student shall submit the application at least one week before the registration and tuition-payment deadline for the semester. Upon resumption of studies, the student shall resume studies in the original department/program and in the corresponding academic year or semester. A student who suspended studies mid-semester shall, upon resumption, return to the original year level or semester during which the suspension occurred.

Article 46 A student under any of the following circumstances shall be required to withdraw:

- I. Accumulated truancy hours for the entire semester reach 45 class periods.
- II. Failure to complete registration by the deadline, or failure to resume studies after a suspension period has expired, and the student still fails to come to the University to complete the required procedures after being notified by registered mail.
- III. A failing conduct grade, where withdrawal is resolved by the Student Affairs Meeting.
- IV. Upon expiration of the program duration (including any approved extension), the student still fails to complete the required courses and credits. For a student under the "credit accumulation system" status, the student has studied for ten years in accordance with the prescribed study period but still fails to complete the required courses and credits for the major department (division/program/degree program).
- V. In two consecutive semesters (a suspension of studies before or after shall be deemed consecutive), the total credits of failed courses in a semester reach one-half of the total credits taken in that semester.
- VI. For overseas Chinese students, international students, Mongolian and Tibetan students, Indigenous students, children of personnel posted overseas, and university student athletes with outstanding athletic performance who meet the conditions prescribed by the Ministry of Education, in two consecutive semesters (a suspension of studies before or after shall be deemed consecutive), the total credits of failed courses in a semester reach two-thirds of the total credits taken in that semester.
- VII. A student taking nine credits or fewer in a semester may be exempt from the restrictions in Subparagraphs 5 and 6.

- VIII. Violation of University regulations with serious circumstances, where withdrawal is resolved by the Student Affairs Meeting.
- IX. Enrollment and registration at two schools simultaneously without the University's approval, or having dual student status.
- X. Any other circumstance under which withdrawal is required pursuant to other relevant provisions of these Academic Regulations.
- XI. Voluntary withdrawal without the grounds set forth in the preceding subparagraph.

Article 47 For students with disabilities pursuing a bachelor's degree, provisions on withdrawal due to academic performance shall not apply due to their physical or mental conditions and learning needs.

Article 48 Where a student falls under any of the circumstances set forth in Article 10 of these Academic Regulations, the student status shall be revoked.
A student who is required to withdraw or whose student status is revoked due to a failing conduct grade may not re-enroll.

Article 49 During the period of study or suspension of studies, a student's conduct shall, according to the severity of the circumstances, be subject to appropriate rewards or disciplinary actions in accordance with the University's Regulations for Student Rewards and Disciplinary.

Article 50 A student who is required to withdraw or whose student status is revoked under the relevant provisions may file an appeal in accordance with the University's Guidelines for Handling Student Appeals. Before the appeal result becomes final, the filing of an appeal shall not suspend the execution of the original disposition; however, the disciplined student may continue enrollment at the University.

If the disciplined student is not granted relief through the University's internal appeal process, the student may, in accordance with law, file an administrative appeal and administrative litigation. Where the original disposition is determined by the competent authority at a higher level or adjudicated by an administrative court to be illegal or improper, a new disposition shall be made.

A student who is eligible to resume studies but is unable to do so in a timely manner due to special circumstances shall be provided counseling for resumption; for the period of absence from the University prior to resumption, the student shall be allowed to complete the suspension procedures retroactively.

Article 51 A student who withdraws after having been enrolled for at least one semester and having earned grades, and whose student status has been approved, may be issued a Certificate of Study. However, no certificates or documents related to study shall be issued to a student whose student status has been revoked.

Chapter 6 Graduation and Degrees

Article 52 Upon completion of the prescribed period of study, students of each department who have completed all required and elective courses and the required number of credits for the respective department, achieved passing grades, and met the graduation requirements prescribed by the department, shall be awarded a bachelor's degree in accordance with applicable regulations, and a diploma shall be issued by the University.

Where, due to a serious misconduct in violation of relevant provisions of the University's Student Rewards and Disciplinary Regulations that may involve withdrawal or revocation of student status, the case is still under investigation and handling procedures, and the subsequent disciplinary action may affect the determination of the student's graduation eligibility, the University may, upon special approval through an administrative process by the Office of Student Affairs, defer the issuance of the diploma.

If, after a degree has been conferred by the University, it is found that the student's academic record is false or that cheating has occurred, and the facts are confirmed through investigation, the degree shall be revoked, and the revocation shall be publicly announced; the diploma already issued shall be annulled and recovered. Where any other laws or regulations are violated, the

matter shall be handled in accordance with applicable laws and regulations.

Article 53 A prospective graduating student who lacks required credits and must retake or make up the credits in the second semester of an extended study period shall apply for suspension of studies in the first semester and be exempt from registration. If the student registers, the student must enroll in at least one course (male students shall apply for deferred conscription).

Article 54 During the period of study, a daytime student who meets the following criteria and obtains the consent of the department chair may apply for early graduation by one academic year or by one semester:

I. All required courses and credits have been completed; the student's semester grade point average for each semester is 80 or above, and the student ranks within the top 15% of the class in each semester. This subparagraph does not apply to students in a four year bachelor's program who perform military service during their period of study.

II. Conduct grades are A or above in each semester; for students in a four year bachelor's program who perform military service during their period of study, conduct grades for each semester are passing.

Regulations Governing Early Graduation shall be prescribed separately.

Chapter III Division of Continuing Education

Chapter 1 Admission

Article 55 Students who meet the entrance qualification requirements prescribed in Article 4 of these Regulations, satisfy the eligibility criteria set forth in the admissions brochure for the applicable academic year, and are admitted through the entrance examination may enroll in the first year of the two year program of each department in the Division of Continuing Education.

Article 56 Students who meet the entrance qualification requirements prescribed in Article 5 of these Regulations, satisfy the eligibility criteria set forth in the admissions brochure for the applicable academic year, and are admitted through the entrance examination may enroll in the first year of the four year program of each department in the Division of Continuing Education.

Students admitted under the preceding paragraph may, in accordance with applicable regulations, apply during their period of study to participate in the pilot "Credit Accumulation System".
Chapter 2 Fees Payment, Registration, and Course Selection

Article 56-1 A four year Division of Continuing Education student who wishes to apply for "Credit Accumulation System" status shall, before the beginning of each academic year or when applying to resume studies after a leave of absence, submit the application within the prescribed period together with supporting documents such as proof of employment to the academic affairs office. Such status shall be granted only upon approval through review. If a student fails to submit an application by the deadline prescribed by the University, the student shall be deemed to have waived eligibility for the "Credit Accumulation System", shall revert to the original Academic Year Credit System, and shall complete registration procedures in accordance with applicable regulations.

Where the "Credit Accumulation System" program is modified or discontinued for any reason, students shall, in accordance with the University's guidance, transfer back to the original Academic Year Credit System.

Article 56-2 Before planning course selection, a four year Division of Continuing Education student with "Credit Accumulation System" status shall take into account that the disciplinary attributes vary among departments (divisions, degree programs). Where courses already taken exceed the time limit for credit recognition toward graduation as prescribed by the department, the credits shall not be counted toward the total credits, and the student shall follow the department's rules to undertake relevant remedial measures or retake the courses.

Article 56-3 A four year Division of Continuing Education student with "Credit Accumulation System" status shall, in accordance with applicable regulations, pay all fees based on the number of

credits and or contact hours selected.

Chapter 3 Length of Study, Credits, and Academic Grades

- Article 57 The two year programs of the Division of Continuing Education adopt the Academic Year Credit System. The minimum duration of study for each department shall be not less than two years, and the total credits required for completion shall be at least 72 credits. The four year programs of the Division of Continuing Education adopt both the Academic Year Credit System and the Credit Accumulation System. For departments adopting the Academic Year Credit System, the standard duration of study is four years, and the total credits required for completion shall be at least 128 credits. For students in departments adopting the Academic Year Credit System who fail to complete the required credits within the prescribed period of study, the period of study may be extended for up to two additional academic years. For four year Division of Continuing Education students who have previously held "Credit Accumulation System" status, the total period of study shall be calculated as the sum of the periods under the Academic Year Credit System and the pilot "Credit Accumulation System". The total credits required for completion shall be at least 128 credits, and the total period of study shall not exceed ten years. The extended length of study for students pursuing a double major shall be handled in accordance with the relevant regulations governing double majors.
- Article 57-1 For four year students of the Division of Continuing Education under the "Credit Accumulation System", upon completion of the required credits, the University shall issue a Certificate of Academic Record. Sixteen credits shall be counted as one semester as the basis for calculating semester grades. If fewer than sixteen credits are earned, the credits shall be carried over and included in the credit calculation of the subsequent semester under the "Academic Year Credit System".
- When a student applies for transfer to another institution or transfer to another department, the University shall recognize completion of sixteen credits as one semester. Any portion of credits not reaching sixteen shall be carried over and included in the subsequently recognized semester. The University shall also issue the transcript for the recognized semester and a Certificate of Enrollment/Study.
- Article 58 For students in the two year and four year programs of the Division of Continuing Education, the number of credits taken each semester shall not exceed 25 credits and shall not be fewer than 9 credits. Where there is a genuine need to increase or decrease the number of credits taken, such adjustment shall be subject to the approval of the chair of the department concerned in accordance with relevant regulations.
- For four year students of the Division of Continuing Education under the "Credit Accumulation System", there is no minimum credit requirement per semester.
- Article 59 During the period of study, students of the Division of Continuing Education who meet the following standards and obtain approval from the department chair may apply for early graduation by one academic year or by one semester:
- I. All required courses and credits have been completed; the student's semester grade point average for each semester is 80 or above, and the student ranks within the top 15% of the class in each semester. This subparagraph does not apply to students in a four year bachelor's program who perform military service during their period of study.
 - II. Conduct grades are A or above in each semester; for students in a four year bachelor's program who perform military service during their period of study, conduct grades for each semester are passing.
- Regulations Governing Early Graduation shall be prescribed separately.
- Article 60 Where no special provisions are set forth in this Part, the relevant provisions of Part II shall apply mutatis mutandis.

Chapter IV Graduate Institute

Chapter 1 Admission

- Article 61 Any person who meets one of the following qualifications may be admitted to the Graduate Institute of the University:
- I. Any person who has graduated from a public or duly registered private university or independent college, or from an overseas university recognized by the Ministry of Education pursuant to relevant recognition provisions, and has obtained a bachelor's degree; or who is eligible to apply with equivalent academic attainment as prescribed by laws and regulations and is admitted through the University's entrance examination for the Graduate Institute master's program, may enroll in the Graduate Institute of the University to pursue a master's degree.
 - II. Any person who has obtained a master's degree from a domestic university or independent college duly registered with the Ministry of Education, or from an overseas university or independent college recognized by the Ministry of Education pursuant to relevant recognition provisions (including expected graduates); or who has equivalent academic attainment (the determination of equivalent academic attainment shall be made in accordance with the Ministry of Education Standards for Recognition of Equivalent Academic Attainment for University Admission), and is admitted through the University's entrance examination or screening process for the Graduate Institute doctoral program, may enroll in the doctoral program of the Graduate Institute.
 - III. Graduate students in the master's program and expected graduates of the undergraduate program of the University who meet the qualifications for direct admission to a doctoral program may apply for direct pursuit of a doctoral degree; the application regulations shall be prescribed separately.
 - IV. Regular master's students admitted through screening by the University who, in the semester when the screening is conducted, have already obtained a bachelor's degree or meet the eligibility requirements for applying to a master's program under the Standards for Recognition of Equivalent Academic Attainment for University Admission, may apply for early registration and enrollment one semester in advance; the application regulations shall be prescribed separately.

Chapter 2 Fees, Registration, Course Selection, and Credit Transfer and Exemption

- Article 62 Graduate students shall, at the time of registration each semester, pay all fees as required. The fee schedule shall be formulated in accordance with the regulations of the Ministry of Education. The refund standards for students who apply for suspension of study or withdrawal from the University after registration shall also be prescribed in accordance with the regulations of the Ministry of Education.
- Article 63 The upper and lower limits on the number of credits to be taken each semester by graduate students shall be prescribed by each graduate institute. Graduate students who remain enrolled from the third year onward shall take at least one course each semester or conduct thesis/dissertation writing. Course registration for graduate students shall be subject to the University's course registration regulations. Coursework shall be taken in sequence by academic year in accordance with the curriculum required by the relevant institute. Before completing all courses designated for each year level by the graduate institute, any graduate student who wishes to take courses offered by other graduate institutes of the University, or any lower year graduate student who wishes to take higher year courses, shall obtain approval from the institute director.
- Article 64 Each graduate institute may prescribe a list of prerequisite foundation courses. Where a graduate student makes up prerequisite foundation courses at the undergraduate level as required by the

student's graduate institute, the grades and credits earned may be recorded, but such credits shall not be counted toward the credits required for graduation.

Article 65 Graduate students taking required, elective, or retaken (make up) courses shall do so in accordance with the relevant regulations. A graduate student may not take the thesis/dissertation oral examination until any retaken or make up course is passed.

Article 66 For year long courses, a graduate student who does not take the first semester component may not take the second semester component. The foregoing paragraph does not apply to elective courses that are deemed non sequential in content by the relevant graduate institute. A course failed in the preceding semester may, upon approval by the institute director, be continued in the following semester. If the student passes, the grade and credits for that semester shall be recorded accordingly.

Article 67 If a student needs to add or drop a course, the student shall do so within the prescribed period and obtain approval from the institute director. Applications not approved shall not be accepted, and late applications shall not be processed.

Article 68 Graduate students applying for credit transfer and exemption shall do so in accordance with the University's Regulations for Course Credit Transfer and Exemption for Students; the regulations shall be prescribed separately.

I. The total number of credits that may be transferred and exempted by doctoral students shall not exceed one half of the total number of graduation credits required, excluding the thesis.

II. The maximum number of credits that may be transferred and exempted by master's students, including students in in-service master's programs, shall be prescribed by each department (institute), but shall not exceed 12 credits, excluding the thesis.

Chapter 3 Length of Study, Credits, and Academic Grades

Article 69 The University adopts an academic year credit system. Master's students shall complete at least 24 credits, and doctoral students shall complete at least 18 credits. Each graduate institute may, as necessary, raise the minimum requirements; the foregoing credits do not include the thesis/dissertation. The duration of study shall be one to four years for master's students and two to seven years for doctoral students. Students shall complete the credits required by their respective graduate institutes before graduation. The names of required courses, the number of credits, and the year level in which the courses are offered shall be prescribed by each graduate institute.

Students enrolled in a joint program overseas may, due to learning needs, extend their duration of study. Such extension shall be up to one academic year for master's students and up to two academic years for doctoral students.

Article 70 Academic performance evaluation for graduate students includes the following four items, of which Item 4 is mandatory:

I. Ongoing assessment: evaluation, from time to time, of the graduate student's assignments, notes, reading reports, in class questions, and quizzes.

II. Midterm examination: administered by the course instructor during the semester within the prescribed period.

III. Final examination: administered by the course instructor before the end of each semester within the prescribed period.

IV. Master's or doctoral thesis/dissertation examination: each graduate institute shall conduct the master's or doctoral thesis/dissertation examination in accordance with the regulations of the University and the relevant graduate institute. Each graduate institute may, as necessary, additionally implement a qualification examination (assessment) for master's or doctoral degree candidacy.

Article 71 Semester grades for graduate students shall be determined by the course instructor based on the student's ongoing assessment, midterm examination, and final examination, using weightings prescribed by the instructor. The weightings shall be announced to graduate students at the beginning of the semester.

- Article 72 Graduate student grades shall be calculated on a 100 point scale, with 100 as the maximum score. A score of 70 or above is a passing grade for each course. No make up examination shall be given for a failed course, and required courses that are failed shall be retaken. A conduct grade of 60 is the passing mark.
- Article 73 A graduate student's graduation grade shall be the average of the student's academic average grade and the thesis/dissertation examination grade. The calculation of the academic grade average is as follows:
- I. The grade for each course shall be multiplied by the number of credits for that course, and the results shall be accumulated to obtain the total grade points.
 - II. For each semester (excluding summer sessions), the total grade points divided by the total number of credits taken shall be the semester grade point average.
 - III. The total grade points for all semesters (excluding summer sessions) divided by the total number of credits taken shall be the cumulative grade point average for graduation.
 - IV. The calculation of the academic grade average under the preceding paragraph shall include grades for failed courses.
- 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.
- Article 74 If a graduate student is approved for a leave of absence and therefore is unable to attend a midterm or final examination, the make up examination score shall be calculated using 70 as the baseline, with any portion above 70 discounted to 70% of its value. If the score is failing, the actual score obtained shall be used. However, no discount shall apply where the leave is approved due to official leave, hospitalization due to illness or injury, a statutory communicable disease (as announced by the competent authority), bereavement leave for a lineal ascendant, or approved leave due to pregnancy, childbirth, parenting a child under three years of age, menstrual leave, maternity leave, or other cases in which a make up examination is approved through a special administrative approval process.
- Article 75 The semester grade calculation methods for approved leave are as follows:
- I. Where the midterm examination absence is duly approved, the semester grade shall be calculated by combining the make up examination score with the continuous assessment score and the final examination score.
 - II. Where the final examination absence is duly approved, the semester grade shall be calculated by combining the make up examination score with the continuous assessment score and the midterm examination score.
 - III. If a student, after being granted a make up examination due to approved leave, fails to attend the make up examination, the make up examination score for that course shall be recorded as zero.

Chapter 4 Withdrawal

- Article 76 A graduate student shall be withdrawn from the University if any of the following occurs:
- I. Failure to complete registration by the deadline, or failure to resume studies by the deadline after an approved leave of absence.
 - II. A failing conduct grade, where withdrawal is resolved by the Student Affairs Meeting.
 - III. Upon expiration of the maximum period of study, failure to complete the required courses and credits.
 - IV. Failure in the thesis defense, where a retake is not permitted under applicable rules, or where a retake is permitted but the retake is failed.
 - V. Enrollment and registration at two schools simultaneously without the University's approval, or having dual student status.
 - VI. For PhD students, failure to pass the doctoral candidacy qualifying examination within the time limit and number of attempts specified by the respective graduate institute/department after admission.

- VII. Absence for all semester examinations (excluding the thesis) in the semester, or receiving zero for all semester grades for the semester.
- VIII. Any other circumstance requiring dismissal pursuant to other relevant provisions of these Academic Regulations.
- IX. Voluntary withdrawal, with no circumstances as described in the preceding subparagraph.

Chapter 5 Thesis/Dissertation Defense

- Article 77 Graduate students shall, in accordance with the University's regulations and those of their respective graduate institutes, take the master's or doctoral thesis/dissertation defense. Each graduate institute may, as necessary, additionally implement a qualification examination (assessment) for master's or doctoral degree candidacy. Where a master's or doctoral candidacy qualifying examination is required, a student may apply for the thesis/dissertation defense only after passing the qualifying examination (assessment).
- Article 78 The passing score for the thesis/dissertation defense is 70 points, with 100 points as the maximum. The score shall be determined once only and shall be the average of the scores given by all committee members present. Where plagiarism or academic misconduct is confirmed in a graduate thesis/dissertation upon review by the Thesis/Dissertation Examination Committee, the result shall be deemed a fail.
- Article 79 Where a graduate institute requires a master's or doctoral candidacy qualifying examination, the rules governing such examination shall be formulated by the institute and filed with the Office of Academic Affairs for record.
- Article 80 Within the period prescribed by the relevant department/institute, a graduate student shall, with the approval of the thesis advisor, select a thesis/dissertation topic; at the initial stage of thesis/dissertation writing, the student shall confirm with the advisor that the topic and content align with the department's/institute's area(s) of professional expertise. The Regulations for Graduate Thesis/Dissertation Defense shall be prescribed separately. These Regulations shall take effect upon approval by the Academic Affairs Meeting and promulgation upon approval by the President, and shall be filed with the Ministry of Education for record. The same shall apply to any amendment.

Chapter 6 Graduation and Degrees

- Article 81 Upon completion of the master's program and passing the thesis/dissertation defense in accordance with applicable regulations, a master's student shall be awarded the master's degree by the University, and a master's degree certificate shall be conferred. Upon completion of the doctoral program and passing the thesis/dissertation defense in accordance with applicable regulations, a doctoral student shall be awarded the doctoral degree by the University, and a doctoral degree certificate shall be conferred.
Where, due to a serious misconduct in violation of relevant provisions of the University's Student Rewards and Disciplinary Regulations that may involve withdrawal or revocation of student status, the case is still under investigation and handling procedures, and the subsequent disciplinary action may affect the determination of the student's graduation eligibility, the University may, upon special approval through an administrative process by the Office of Student Affairs, defer the issuance of the diploma.
- Article 82 If, after a degree has been conferred by the University, it is found that the thesis/dissertation, work, achievement certification, written report, technical report, or professional practice report involves fabrication, falsification, plagiarism, ghostwriting by another person, or any other form of academic misconduct, and the misconduct is confirmed through investigation, the degree shall be revoked, a public notice shall be issued to nullify the degree, and the degree certificate already conferred shall be recalled. Where any other applicable laws or regulations are violated, the case shall be handled in accordance with such laws and regulations.
- Article 83 Where this Part contains no specific provisions, the relevant provisions of Chapter II shall apply

mutatis mutandis.

Chapter V Post-baccalaureate Bachelor's Degree Program (Second Specialization) Cohort Program

Chapter 1 Admission

Article 84 Applicants who have graduated from a domestic university or independent college accredited by the Ministry of Education (MOE), or from an overseas university or independent college recognized by the MOE, and who have obtained a bachelor's degree or higher and have completed compulsory military service or have no military service obligation, may, upon passing the entrance examination, be admitted to this cohort program.

Chapter 2 Fees Payment, Registration, and Course Enrollment

Article 85 The number of credits a student may take each semester shall not exceed 25 credits and shall not be fewer than 9 credits. However, graduating students are not subject to the minimum requirement of 9 credits.

Article 86 Students in this degree program shall not apply for transfer to another department, a double major, or transfer to the regular program.

Chapter 3 Duration of Study and Credits

Article 87 The duration of study shall, in principle, be one to two years. The actual duration of study shall be determined by each bachelor's degree program. Students who fail to complete the required credits within the prescribed duration may apply for an extension of the duration of study, up to a maximum of two academic years.

Article 88 A minimum of 48 credits is required for completion of this program. Credits previously earned by a student prior to admission in the same field and of a similar nature at the bachelor's level or above may be eligible for credit transfer and exemption. After credit transfer and exemption, the number of credits that must be completed and earned in this program shall not be fewer than 40 credits. Each program may, based on actual needs, increase the total credits required and adjust the number of credits eligible for transfer and exemption, which shall take effect after approval by the Curriculum Committee.

Chapter 4 Graduation and Degree

Article 89 A student who has completed the program, fulfilled the required compulsory and elective courses and credits, achieved passing grades, and received a passing conduct grade each semester shall be eligible for graduation. The University shall issue a bachelor's degree certificate annotated with "Post-Graduate [Program Name] Program" and confer a bachelor's degree.

Article 90 Matters not provided for herein shall be handled in accordance with the relevant provisions of these Academic Regulations.

Part VI Student Status Management

Article 91 The items recorded in a student's status record include student ID number, name, national identification number, gender, date of birth, educational background, date of enrollment, college, department and program, suspension of studies, resumption of studies, transfer to another department, credits and grades for courses taken, date of graduation, name of parent or legal guardian, mailing address, and the student's photographs at the time of enrollment and

- graduation.
- Article 92 A student's name, date of birth, and national identification number shall be based on the information shown on the national ID card. If the information shown on the enrollment qualification documents is inconsistent with that shown on the national ID card, it shall be corrected accordingly.
- Article 93 Current students and graduates applying to change their name, date of birth, or national identification number shall submit valid supporting documents issued by the household registration authority to the academic affairs unit for processing. For any degree certificate already issued, the University shall make the amended annotation and affix the University seal accordingly. Such changes shall also be noted in the graduate roster.
- Article 94 After enrollment of new students and transfer students, the University shall prepare and archive the roster of new students (including those who have retained admission status) and the roster of transfer students, and preserve them permanently. After a student withdraws, the University shall prepare and archive the roster of withdrawn students and preserve it permanently. After a student graduates, the University shall prepare and archive the graduate roster (including academic transcripts) and preserve it permanently.
- Article 95 A student's department and program of study during enrollment, the year level attended, academic performance, and student status records including registration, suspension of studies, resumption of studies, transfer to another department, and withdrawal shall be based on the original student status and academic record registers maintained by the academic affairs unit.
- Article 96 Student status records shall be permanently archived by the University. Access is not permitted to anyone except for the student or the parent or legal guardian, and through requests required for University administration or maintenance of student status records, or requests made in accordance with the Personal Data Protection Act.
- Article 96-1 The Chinese and English titles of all types of degrees conferred by the University, degree conferral requirements, and the issuance and annotations of degree certificates shall be prescribed separately, and filed with the Ministry of Education for record.

Part VII Supplementary Provisions

- Article 97 Matters relating to offering summer-session courses and to the handling of academic affairs and student status for students during overseas study periods shall be processed in accordance with the University's Regulations for Summer Session Courses and the University's Guidelines on the Handling of Academic Affairs and Student Status for Students During Overseas Study Periods. The Regulations and the Guidelines shall be prescribed separately.
- A person who has obtained a bachelor's degree or a higher degree and who seeks to further obtain a degree with multiple professional specializations, upon being admitted through the entrance examination, may enroll in the University's Post-Graduate Multi-specialty Capacity-building Program to pursue a bachelor's degree. The implementation guidelines shall be prescribed separately. Outstanding student athletes of the University who, through the required procedures, with approval from the University may take courses with flexible study arrangements. The implementation guidelines shall be prescribed separately.
- Article 98 The University's Regulations Governing Student Rewards and Disciplinary Actions, Regulations Governing the Assessment of Students' Conduct Grades, and other related matters shall be prescribed separately.
- Article 99 Where a student is suddenly affected by a major disaster recognized by the competent education authority, and upon resolution by a University meeting, the flexible academic arrangements in relation to the student's entrance examination and eligibility, registration, payment of fees and course selection, leave of absence, assessment of academic performance and credit transfer and exemption, suspension of studies, withdrawal, resumption of studies, refund, and study period and graduation eligibility requirements shall be prescribed separately.
- Article 99-1 For male undergraduate students subject to conscription who were born in 2005 or later and, effective January 1, 2024, have resumed being subject to conscription for active-duty military

service, the flexible study measures applicable thereto shall be prescribed separately in implementation guidelines, and shall be filed with the Ministry of Education for record.

Article 100 Any matters not provided for herein shall be handled in accordance with relevant laws and regulations of the Ministry of Education and the University's related regulations.

Article 101 These Academic Regulations, upon approval by the University Academic Affairs Meeting and promulgation after approval by the President, shall take effect, and shall be filed with the Ministry of Education for record. The same shall apply to any amendments.