

NTUB Student Examination Regulations

Approved at the 1st Academic Affairs Meeting of the 1st Semester, Academic Year 2014, on September 12, 2014

Amended at the 1st Academic Affairs Meeting of the 2nd Semester, Academic Year 2022, on April 11, 2023

Amended at the 1st Academic Affairs Meeting of the 2nd Semester, Academic Year 2023, on April 18, 2024

- I. All student examinations of the University shall be conducted in accordance with these Rules.
- II. During the examination period, no leave of absence shall be granted except for official leave (such as serving as a student representative in University meetings and attending the related meetings, or representing the University in off-campus activities), bereavement leave for immediate family members, illness or injury, pregnancy, childbirth, childcare for children under the age of three, menstrual leave for female students with difficulty attending class, maternity leave, or other leave specially approved. Leave during examinations shall be handled in accordance with the “Guidelines for the Handling of Student Grades and Make-up Examinations due to Leave of Absence”.
Female students as mentioned above who, during mid-term or final examinations, are unable to attend examinations due to menstruation and have been granted leave shall submit medical documentation and may apply for a make-up examination.
- III. Students shall bring their student ID cards, arrive on time, and be seated according to assigned numbers. Students arriving more than fifteen minutes late shall not be allowed to enter the examination room. Students shall not submit papers or leave the examination room within the first twenty minutes after the start of the examination.
- IV. Once the test papers are distributed, students may raise their hands to ask questions only regarding printing or clarity issues; no other questions are permitted.
- V. After receiving the test paper, students shall first fill in their class, seat number, and name before answering. If a submitted paper is found without a name, ten points shall be deducted from the grade of the subject.
- VI. Students shall submit papers within the prescribed time. Those who continue answering after being instructed to stop by the proctor shall have ten points deducted from the grade of that subject.
- VII. Test questions must be submitted together with the answer sheets and shall not be taken out of the examination room, unless specified otherwise. If test questions are not taken away when required and are used by others for cheating, such behavior shall be deemed transmission of answers.
- VIII. Students who have not submitted their papers shall not leave the examination room under any pretext. Students who have submitted their papers shall leave immediately and shall not loiter nearby or engage in conversation.
- IX. During examinations, students shall observe examination rules, maintain silence and order, and comply with the instructions of the proctor. Students who fail to bring their student ID cards or any other identification documents shall be given a Warning.
- X. All communication devices (such as pagers, mobile phones, etc.) must be turned off before entering the examination room. Violators shall receive a grade of zero for that subject in that session.
- XI. Cheating behaviors such as peeking, **conversing**, transmitting information, **copying**, **exchanging test papers**, viewing others’ test papers, consulting books secretly, **reciting answers aloud**, **using signals to convey answers**, **intentionally allowing others to view answers**, or **impersonating another person is strictly prohibited**. If such violations are **discovered by the proctor**, the student shall receive a grade of zero for that subject in that session and **may be referred to the Student Affairs Meeting of the student’s academic unit for deliberation depending on the**

severity of the case. For cases resulting in a Major Demerit, the matter shall be reviewed by the Student Recognition and Discipline Committee.

- XII. Students who are absent from an examination without approved leave shall be deemed absent without cause. Such students shall not be permitted to take a make-up examination, and their grade for that subject in that session shall be recorded as zero.
- XIII. These Rules shall be implemented after approval by the Academic Affairs Meeting, ratification by the President, and shall be reported to the Ministry of Education for record. The same procedure shall apply to amendments.