

The NCHU Student Study Regulation

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Chapter 1. 【General Provisions】

- Article 1. This Regulation is promulgated by the National Chung Hsing University in accordance with the University Law and the Implementation Rules of the University Law and other relevant laws, bylaws, rules and regulations and with reference to the University's actual situation.
- Article 2. Students of the National Chung Hsing University shall abide by the University's regulations in matters of admission, enrollment, educational system, course credits, registration, course registration, leave of absence, resumption, withdrawal, double

major, minor major (degree program), courses of study, examination, transferring, transferring to another department (graduate institute, degree program), grading system, graduation and other related matters. Inter-college course registration, enrollment status during period of study abroad and other special matters shall be regulated by other regulations and submitted to the Ministry of Education (MOE) for future reference.

Article 3. All students of the University shall abide by this regulation except regulated otherwise by the Ministry of Education (MOE) and the other University regulations. Second bachelor's degree programs shall be governed by other regulations and submitted to the MOE for future reference.

Chapter 2. 【Recruitment】

Article 4. Each department (graduate institute) recruits first-year undergraduate and graduate students in each academic year. Each department may recruit second-year and third-year students in accordance to the University's "Regulation for Student Admission." The University's academic programs include bachelor courses, master's courses, doctorate courses, and undergraduate courses for extension education and master's courses for working professionals. Each program shall publish its own admission booklet.

Article 5. The University may admit overseas Chinese students, Mainland Chinese Students, international students, oversea Mongolian students, indigenous students, physically and psychologically disabled students, children of oversea diplomatic personnel, students from outlying islands of Taiwan, students with outstanding sports achievement who meet the qualifications of MOE, and students from two-year technical colleges in accordance with the Regulations announced by the MOE.

Article 6. Each academic unit (department, office, etc.) of the University may recruit students for its extension program in accordance with the Extension Program's Implementation Rules.

Chapter 3. 【Admission】

Article 7. All public or registered private high school graduates or students who meet the qualifications listed in Article 2 or Article 5 of the "Criteria for Recognition of Equivalent Qualifications" and who are admitted according to the University's recruitment process may study in the departments (degree programs) of the University.

Article 8.1. Any graduate from public or registered private universities or foreign universities certified by the MOE or anyone who meets the "Criteria for Recognition of Equivalent Qualifications" and is admitted in accordance with the University's

recruitment process may study in the University's master's programs.

Anyone who has working experience for certain years with certificate of employment, and is admitted according to the University's recruitment process may study in the University's master's program for working professionals.

Article 8.2. Anyone who graduates from a public or registered private university or a foreign university certified by the MOE or anyone who meets the "Criteria for Recognition of Equivalent Qualifications" and is admitted according to the University's recruitment process may study in the University's doctoral program.

Article 8.3. Students who are graduating from undergraduate programs or master's students of the University who qualify for "direct admission to doctoral Program" may apply for direct admission to a doctoral program.

Article 9. Students who pass the University's transferring students' entrance examination may be admitted to the department (degree program). Students who pass the University's extension program entrance examination may be admitted to the said programs.

Article 10. Freshman and transferred students must report to the University and complete the registration process on the designated registration date. Admission of students who fail to register on the said date will be denied.

Article 11. Graduate students who are admitted on the selection base (also called "recommended students") are not eligible to delay enrollment. Other new students who are unable to register as scheduled due to serious illnesses or other critical events shall apply for delay of enrollment by submitting notice of registration and other relevant documents (such as certificate of diagnosis, certification of military conscription). Students who have been granted the right to delay enrollment shall complete the registration process like other freshmen students when they resume school. Delay of enrollment is usually granted for a period of one academic year. Students who delay enrollment due to military service, pregnancy, or caring for a child under the age of three, shall apply for resumption within three months of the expiration of the delay status and submit the following documents: discharge papers in the case of military service, physician's statement in the case of pregnancy, and household registration transcript in the case of caring for a child under the age of three.

Article 12. New students must submit the diploma, an equivalent verification document or an official transferring document and other relevant documents in order to enroll. Students who has a legitimate reason may be permitted to delay the submission of the above-mentioned documents and are permitted to enroll. But once admitted, the said students still have to submit the required documents before the designated deadline or their admission will be revoked.

Article 13. Students who cheat in the entrance examination shall have their admission revoked upon verification by the University or sentenced by the Court. Students shall be dismissed from the University if they are enrolled with forged or fabricated certifications of education or if they are found to use other students' certification. When terminating one's student status, the University shall notify the student's parents or guardians and shall not issue any certification of study. If a student's illegal offenses are discovered after graduation, the University shall nullify the student's diploma and announce the revocation of his/her qualification of graduation.

Chapter 4. 【Educational System】 (Duration of study)

Article 14. One academic year consists of two semesters. The University's extension programs promulgate their own academic year and credit system. Each department (graduate institute, degree program) has its own required period of study. Generally, undergraduates shall complete the bachelor's degree within four years. Veterinary undergraduates shall complete the degree within five years. Undergraduates of extension education programs shall complete their study within four to five years. The length of study for master's programs is one to four years; the length of study for doctoral programs is two to seven years. Departments (graduate institutes, degree programs) may specify the minimum length of study within the above-mentioned range based on the needs in their respective field. Students must meet all credit requirements within the study period in order to graduate.

Students may apply for extension of study period for the following reasons:

- (1) Undergraduates and undergraduates of extension education programs who are unable to fulfill the credit requirements within the said study period may apply for extension of study period for no more than two years.
- (2) In-service students who are unable to fulfill the credit requirements or to complete thesis may apply for extension of study period for no more than one year.
- (3) Double majors whose two-year extension expired but are still unable to fulfill the credit requirements of their additional major may apply for extension of study period for no more than one year.
- (4) Students with recognized sporting talent who have trainings and competitions to attend may apply for extension of study period for no more than four years.
- (5) Students with disabilities studying degree programs may apply for extension of study period for no more than four years.
- (6) Students in doctoral program who are unable to complete thesis may apply for extension of study period for no more than one year.
- (7) Students who are approved by the University to go abroad for advanced studies

may apply for extension of study period for no more than three years.

- (8) Students with pregnancy, students going into labor, or parenting students with children under the age of three or encounter unpredictable and significant disasters that are confirmed by relative authorities, may apply for extension of study period for no more than four years.

Students applying for extension of study period should submit application form of authentication and be approved by their mentor (advisor), head of department and head of the Office of Academic Affairs.

Stipulations for students pursuing transnational Dual Degrees with foreign universities or universities in Mainland China should apply to the above-mentioned paragraph, and “NCHU Regulations for Transnational Dual Degrees with Foreign Universities” or “NCHU Regulations for Transnational Dual Degrees with Universities in Mainland China.”

Article 15. The graduation credits requirement of undergraduate programs with a study period of four years shall be no less than 128 credits or higher than 148 credits. Projects held by college for credit adjustment passed by the academic affairs meeting and approved by the Ministry of Education are not subject to this restriction. Undergraduate programs with a study period exceeding four years may increase their credit requirements. Foreign students (including those from Hong Kong and Macau) who hold a certificate of study equivalent to the second year in Taiwan senior high school, may take the examination for being enrolled in an undergraduate program. The graduation credits shall increase at least 12 credits. The number of extra credits and the subjects shall be decided by each department or degree program.

The graduation credits requirement of a master's program (excluding dissertation credit(s)) shall be no less than 24 credits. The maximum credits shall be decided by each department (graduate institute, degree program).

The graduation credit requirements of a doctoral program (excluding dissertation credit(s)) shall be no less than 18 credits; the maximum credits shall be decided by the department (graduate institute, degree program). For students who are granted direct admission to doctoral programs, those entering from undergraduate programs shall acquire at least 42 credits, and those entering from master's programs shall complete at least 30 credits.

Chapter 5. 【Courses and Credits】

Article 16. The courses offered by each class (including general education, physical education, core required courses, core elective courses), including language course, general

studies, professional course, the name, the number of credits, course hours, year of the course, and whether they are compulsory or elective, shall be decided by the unit offering the course and approved by the Course Committee and the University's Academic Affairs Meeting.

- Article 17. Students who take a course taught one hour per week for one semester are granted one credit. Students who take internship or laboratory courses which run two or three hours per week in a semester are granted one credit.
- Article 18. Students shall acquire credits for all the compulsory courses in accordance with the University regulations in order to be granted a diploma or certificate of completion.
- Article 19. The total number of credits to be completed each semester by students in each department (graduate Institute, degree program) shall be decided in accordance with the University's "Regulation for Course Selection". Courses for the extension education programs shall have their own regulations.
- Article 20. New students, students transferring from another school or transferring to another department (degree program), and auditing students may apply for credit exemption in accordance with the University's Regulation for "Credit Exemption", which shall be submitted to the MOE for future reference

Chapter 6. 【Registration and Course Selection】

- Article 21. Regular students of the University shall pay the fees and complete course selection within specified period. Those who have paid the fees and completed the course selection are deemed as fully registered students. Students in extension education programs shall pay the fees and select courses before the deadline in order to be deemed as fully registered students.
- Article 22. The items and amount of fees paid by the students shall be determined in accordance to the University's tuition fee standard and methods of payment announced prior to the commencement of the semesters.
- Article 23. The "Course Selection Rules" of the University are promulgated separately and all students shall act in accordance with the said rules. Except for students who have reached standards for dismissal in the second semester of the academic year, all students may take courses in the summer vacation. Related regulations of summer courses shall act in accordance with "The Opening and Selection of Summer Courses Regulation."

The courses, credits and grades during summer vacation will be recorded on the academic transcript. Grades received will also be included in the total grades counted for graduation.

Chapter 7. 【Excused Absence and Unexcused Absence】

Article 24. Students who are absent from class due to illness or other reasons shall ask for leave of absence in advanced in accordance with the University's "Application for Absence Regulation". The rules for requesting a leave are set out in the Student Affairs Booklet.

Article 25. "Excused absence" is considered as absence of a student who is absent with approval. "Unexcused absence" refers to absence of a student who did not ask for leave of absence or whose request was denied.

Article 26. A student who is absent for 1/3 of hours of one course in one semester will not be allowed to take the final examination of the said course and will receive a score of zero for the examination. A student who is absent for 1/3 of the total course hours in one semester will be requested to withdraw from school.

Leave hours of maternal leave before and after delivery or miscarriage leave will not accumulate absent hours.

Article 27. A student who is absent for one hour of a course will be recorded as being absent for one course hour.

Chapter 8. 【Double Majors, Minors and Degree Programs】

Article 28. Second year undergraduate students and above may apply to become double major or minor students in another department or degree program of NCHU or its sister schools. The specific regulations are set out separately by the University and submitted to the MOE for future reference.

Article 29. The University's inter-college or inter-departmental programs shall be offered to students according to the school's course plans. Relevant regulations are set out separately.

Chapter 9. 【Transferring to another University, department, or Graduate Program】

Article 30. Undergraduate students of all departments or degree programs who have completed the first year of study and intend to transfer to another university shall submit the application to the University's Registrar with the approval and signature of parents or guardians. The said students who have been granted permission to withdraw shall be given a credit certificate. Students are not allowed to resume school once the withdrawal becomes effective.

Article 31. Undergraduates of the University who wish to change their major may apply for transfer to another department or degree program in accordance with the University's "Regulation for Transferring to Another department", which shall be

submitted to the MOE for future reference.

Article 32. The transfer of students of master's and doctoral programs to other departments, graduate institutes, or degree programs shall be conducted in accordance with the Statute for Graduate Programs and Statute for Doctoral Programs. The said statute is promulgated separately by the University and submitted to the MOE for future reference.

Chapter 10. 【Suspension and Resumption of Study】

Article 33. Students who are unable to attend courses due to special reasons or illness may apply for temporary suspension of study. Students who have been granted a permission for suspension and have completed all necessary requirements will be issued a certificate of suspension.

Article 34. Students shall apply for suspension before the end of a semester. Suspension may be granted for one semester, one or two academic year(s) or with an accumulation of two semesters. The shortest suspension period is one semester; a suspension less than a semester shall be counted as one semester. Students who are unable to resume study at the end of the two-year period due to major physical or mental illness (with medical certificate) or encounter unpredictable and significant disasters that are confirmed by relative authorities or with special reasons may apply to extend suspension for no more than two years and obtain permission of his/her department Chair and the Dean of Academic Affairs.

Students with the following situations whose extended years of suspension will not accumulate the maximum years of suspension:

- (1).To apply for extension during suspension, students who are conscripted shall submit a copy of the conscription order.
- (2).Pregnant students shall submit a medical proof of pregnancy; students who have recently given birth shall submit a birth certificate, and students caring for a child under the age of three shall submit a household registration transcript.
- 3) [Students who have been approved by the Ministry of Education to take part in Youth Education and Work Savings Account Program may apply for a suspension period of maximum three years.](#)

To apply for resumption of study, conscripted students shall submit the discharge order; pregnant students shall submit an official medical proof after the conclusion of pregnancy; and students who have recently given birth shall submit a birth certificate to be reinstated in the following semester.

Article 35. Students under one of the following conditions shall be ordered to complete the suspension procedure and leave the University:

- (1).Students who are absent for up to 1/3 of total course hours in a semester;

- (2).Students who have a contagious illness recognized by the administrative health organization as one that necessitates immediate withdrawal from school should remain out of school until the administrative health organization permits the student to return to school. The suspension period resulting from illness does not count towards a student's maximum allowed suspension period;
- (3).Students whose study shall be suspended in accordance with the "Students Reward and Punishment Regulation".

Article 36. The University shall notify suspended students to apply for resumption of study one month before the end of the suspension period. Students shall submit a resumption notification letter or a certificate of suspension in order to apply for resumption. Once application is approved, students may return to their course of study.

Article 37. Students who resume study shall return to the same department (graduate institute, degree program) and continue study from the year or semester that follows the time when they left the University. Students whose suspension started in the middle of the semester must start from the beginning of the semester or year. In the event when the original department (graduate institute, degree program) is changed or shut down, the University shall assist the students to transfer to another suitable department (graduate institute, degree program) to continue their study.

Chapter 11. 【Withdrawal and Expulsion from School】

Article 38. Students who are unable to continue their study must obtain parental or guardian approval to apply for withdrawal from school. Once the withdrawal permission is granted, the students shall complete the necessary procedures before the end of classes of the current semester to leave the University.

Article 39. Students under one of the following conditions will be ordered to withdraw from school and complete procedures to leave the University:

- (1).Students who fail to meet the University's conduct requirements;
- (2).Students who fail to register or select courses as scheduled and fail to complete procedures according to regulations as notified by the University. (For students who apply for temporary suspension of study before the deadline, the application period is limited to within two weeks of the registration date.)
- (3).Students who fail to complete the procedure to resume study and fail to re-apply for suspension of study before the deadline;
- (4).Undergraduate students who are absent for forty-five course hours or above in one semester; extension education program students who are absent for thirty-five course hours in one semester;
- (5).Students who fail to complete all courses and receive the necessary credits for graduation as required by the department/graduate institute/degree program at the end of the permitted period of study;

- (6).Students who shall be expelled in accordance with the “Student Reward and Punishment Regulation”;
- (7).Students who fail to attend all examinations in a semester and fail to attend make-up examinations;
- (8).Undergraduates and extension education program students who fail 1/2 or more of the total course credits for an accumulation of two terms;
- (9).Undergraduates and extension education program students of special background (including oversea Chinese students, international students, oversea Mongolian students, indigenous people, physically and psychologically disabled students, outstanding athletic students qualified by the regulations of MOE and admitted through screening, referral, and outstanding results in athletics) who fail over 2/3 of the total course credits for an accumulation of two semesters;
- (10).Graduate students who fail the master’s degree examination and who do not qualify for re-examination; or graduate students who qualify for but fail the re-examination;
- (11).Graduate students (excluding students in Graduate Programs for Working Professionals and Industry R&D Professionals) who fail over 2/3 of the total credits taken in the term (excluding credits for the dissertation);
- (12).Students who register at another domestic or international university without permission;

Sub-paragraphs (8), (9), and (11) above do not apply to students with disabilities or those who have taken nine credits or less (excluding dissertation credits).

The above-mentioned “students with disabilities” should fulfill one of following conditions:

- (1).Those who have the disability manual issued by the authority of Republic of China.
- (2).Those who have been identified by the Special Education Students Diagnosis and Placement Counseling Committee set by local authorities.

Article 40. Students who consider themselves illegally or improperly dismissed or expelled from the school may apply for redress in accordance with the University’s “Student Complaint Review Regulation”. Students may continue to attend courses before the review outcome becomes available. If the outcome of the review upholds the original disciplinary action, then no credits shall be granted.

Students may seek petition or administrative litigation if no relief is obtained from the Student Complaint Review Committee. If the original disciplinary action is found to be illegal or improper or according to the decision of the competent authorities, the University shall take alternative disciplinary actions.

Should the University take the action of reinstating the student’s status according to the previous paragraph, but that the student is not able to reinstate on time due to special causes, then the student may apply for temporary suspension of study. The

said period of suspension shall not be recorded as the student's period of suspension.

Article 41. Students who meet all admission qualifications and have completed first semester courses but wish to withdraw from school may be granted a certificate of completion once they complete all the withdrawal procedures.

Article 42. Students under one of the following conditions shall be withdrawn or expelled and ordered to complete the procedures to leave the University; no course certification or documents shall be issued:

- (1).Annulment of qualifications for entrance upon verification by the school or confirmation as an illegal act. Actions leading to annulment include inconformity between entry or transfer requirements with school regulations upon review; make use of non-personal certifications of education; forgery or fabrication of certifications and documents; and dishonesty and misconduct in entrance or transfer placement examinations;
- (2).Students with Major violation of the University's regulation or illegal misconduct shall be withdrawn;
- (3).Students who are dismissed in accordance with the “Student Reward and Punishment Regulation”.

Chapter 12. 【Examinations and Grades】

Article 43. The following types of examinations are conducted in each semester:

- (1). Pop-quiz: conducted at free will of the course instructor.
- (2). Mid-term examination: conducted in the middle of each semester.
- (3).Final examination: conducted at the scheduled date according to school calendar.

Article 44. Students who are unable to take the scheduled mid-term or final examinations due to major diseases or special causes shall apply for a leave of absence. Once the said leave is granted, the students are prohibited from taking any examination on the date of the leave and must wait for a make-up exam. Grades of students who take part in the examination during the leave shall be invalidated; the said students shall still take the make-up examination. Due to pregnancy or caring for a child under the age of three years, students with approved leave of absence (including sickness and maternity leave) shall not be deducted points for their absence; in the case that the number of hours absent account for one third of all class hours for the course during the semester, the course instructor shall, in accordance with the requirements and nature of the course, carry out a make-up test or other remedial measures to determine the term grade; the grade for the make-up test shall be considered the actual grade. To maintain the rights to learn of students who encounter major disasters or difficulties, the University establish “Rules of Maintaining Rights to Learn for Students Under Major Disasters.”

- Article 45. Students who should attend an examination but are absent without leave or do not apply for a leave in accordance with the University's regulations shall receive a score of zero.
- Article 46. Students who cheat in the examinations shall be penalized in accordance with the University's Examination Regulations.
- Article 47. Undergraduate students who take the course of Graduation Dissertation shall consult and obtain an approval from the Chair of the department on his/her chosen title and supervising professor at the start of first semester in their last year of study. The said students shall submit their dissertation to the professor for grading one month before the final examination of the second semester.
- Article 48. Students' performance shall be graded in terms of their academic performance and conducts. Undergraduate students performance evaluation also includes service (labor) education.
- Article 49. Academic performance of undergraduate students and students of extension education programs can be divided into two kinds: semester grades and graduation grades. Full marks are defined as a score of 100, and passing marks are defined as a score of 60. The passing mark for students of master's and doctoral programs is 70. The academic performance of specific courses may be indicated by using "pass" or "fail" based on decisions of respective departments, colleges (graduate institutes, degree programs) or the University.
- Article 50. A student's academic performance in a subject including regular and final examination grades and methods of grades calculation shall be decided by the course instructor. A student's semester grade which contains decimal points shall be rounded up to the nearest whole number.
- Article 51. The course instructor shall give course grades and submit them to the Registrar at the end of a semester. The course instructor shall keep the original record of students' grades and the examination papers for a year for verification purposes. For courses taught by two or more instructors, the grades shall be given by all the instructors and submitted to the Registrar.
- Article 52. Examination scores shall not be changed after they have been submitted to the Office of Academic Affairs. Should there be a need for correction, it should be treated according to regulations stipulated in the NCHU Guidelines for Grading Students' Academic Performance.
- Article 53. The final score of a course multiplied by the credit number of the course produces the "accumulative score" of a course. The "accumulative scores" of all courses taken in a semester divided by the total number of credits received produces the average grade of the semester. The students' average grade shall be rounded up to the first

decimal place.

Article 54. The calculation of students' grade point average in a semester shall include failed courses. Courses with a "pass" or "no-pass" result shall not be included in the grade point average of the semester.

Article 55. The "accumulative scores" of all courses taken in a semester divided by the total number of credits received produces the average grade of the said semester. The "accumulative scores" of all courses taken in a student's entire duration of study (including summer semester) divided by the total number of credits received (including summer semester) during the said period produces the average graduation grade (grade point average) of the student.

Article 56. The grading scale for academic performance is as follows and is regulated in accordance with National Chung Hsing University Regulations on Students' Academic Performance Evaluation. Please refer to the regulation for more details.

Article 57. No credits shall be given to failed courses. Students who fail a compulsory course must take the course again.

Chapter 13. 【Make-up examinations and make-up courses】

Article 58. Make-up mid-term examinations shall be held within three weeks after the mid-term examination; make-up final examinations shall be held before the end of the semester. Only one make-up examination shall be allowed for each course.

Article 59. Make-up examinations are only offered to students who have obtained a leave of absence for the examinations which they missed.

Article 60. For students who are unable to take a re-examination due to an official leave, death of a close family member or spouse, maternal leave, or serious illness and who have been granted a leave, the score of their make-up exam shall remain unchanged. But for students who are granted a leave due to other reasons, any score over 60 will be subject to a 20% reduction applied to the difference between the student's score and 60.

Article 61. Students who signed up for a make-up exam but fail to show up shall be given a score of zero.

Chapter 14. 【Graduation】

Article 62. Students who meet the following requirements are qualified for graduation:

- (1). Having completed the minimum duration of study.
- (2). Completing all required courses and fulfilled the credit requirements of the University, college, and respective department (degree program) for graduation.
- (3). Having received passing scores in student conducts.

Undergraduate students and extension education students with outstanding academic performance may apply to shorten their duration of study. Relevant regulations are set out separately.

If a department (graduate institute) requires its master's and doctoral students to pass additional subject examination or qualification examinations before they can start writing thesis, the students shall follow the said requirements.

- Article 63. Students who are required to complete internship during holidays shall do so in the summer or winter break of either the second or the third academic year in accordance with the University's Student Summer/winter Break Internship Regulation. Participating students must receive a passing score in the said internship program in order to graduate.
- Article 64. Students who are permitted to graduate must complete all necessary procedures for leaving school in order to receive a diploma.
- Article 65. Students of undergraduate programs shall be granted a bachelor's degree according to the Degree Conferring Regulation of NCHU. Graduate students who pass the degree examination shall be granted a master's or doctoral degree according to the Degree Conferring Regulation of NCHU.
- Article 66. Extension education program students who have completed all required courses and obtained necessary credits shall be permitted to graduate and receive a certificate of course completion.

Chapter 15. 【Supplementary regulations】

- Article 67. Students during the period of study at NCHU or during temporary suspension of study shall not violate any regulations of NCHU. Violators will be punished in accordance with the University's Reward and Punishment Regulation, including punishments such as warning, immediate suspension, immediate expulsion or dismissal.
- Article 68. This Regulation shall be announced and implemented after being passed by the University Affairs Meeting and submitted to the MOE for future reference. Other academic rules and regulations required to be submitted to the MOE and their amendments hereto shall be announced and implemented after being passed by the Academic Affairs Meeting and submitted to the MOE or future reference.