

# National Taiwan Normal University School Regulations

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## Section 1 General Provisions

Article 1        These regulations are established in accordance with the *University Act*, *Enforcement Rules of the University Act*, *Degree Conferral Law*, *Enforcement Rules of the Degree Conferral Law* and other relevant education regulations.

- Article 2 All matters relating to student enrollment are subject to the relevant regulations stated herein.
- Article 3 Students of the University and other universities may enroll in double degree programs in accordance with the University's regulations; these regulations shall be established separately and submitted to the Ministry of Education for future reference.
- Article 4 Regulations regarding student participation in the University's undergraduate and credit-based programs shall be established separately and submitted to the Ministry of Education for future reference. Regulations regarding student enrollment in education courses shall be established separately and submitted to the Ministry of Education for approval prior to implementation.
- Article 5 Regulations regarding rewards/disciplinary actions, summer courses, and course selection between universities shall be established separately and submitted to the Ministry of Education for future reference.  
Regulations on student leave of absence shall be established separately by the Office of Student Affairs.
- Article 6 Courses and credits obtained by students at their former universities or other universities may be transferred. However, these transfer credits shall not count towards the minimum credit requirements for each semester. Regulations on credit transfers shall be established separately and submitted to the Ministry of Education for future reference.

## Section 2 Undergraduate Programs

### Chapter 1 Enrollment and Preservation of Enrollment Qualifications

- Article 7 A candidate who has graduated from a public or an accredited private senior high or a school of equal standing, or one who has attained equivalent qualifications necessary to take this University entrance examinations may be admitted to the University to pursue a bachelor's degree.  
Students in the final year of undergraduate studies who have demonstrated exceptional academic performance may advance directly to a doctoral degree program in accordance with the University's direct PhD admission regulations. Regulations on direct PhD admissions shall be established separately.  
A candidate who has graduated from a domestic university or meets the necessary provisions in *Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education* or *Regulations Governing the Assessment and Recognition of Educational Qualifications from the Mainland Area* or *Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao* and has an academic degree of the

level of bachelors or above may be admitted to the University to pursue a post-baccalaureate degree following participation in a University entrance exam. Enrollment regulations and required courses and credits details shall be established by respective programs and submitted to the Ministry of Education for approval.

Article 8 A candidate who has passed the University's transfer admission examination may transfer into the corresponding year of study and any department in the University's undergraduate program to pursue a bachelor's degree  
Enrollment regulations shall be established by the University and submitted to the Ministry of Education for approval prior to implementation.

Article 9 Each department and undergraduate program of the University may accept foreign students or other students that meet special admission criteria in accordance with the regulations established by the Ministry of Education.  
Foreign students may apply for enrollment in accordance with the University's regulations; these regulations shall be established separately and submitted to the Ministry of Education for approval prior to implementation.

Article 10 Before the registration deadline, newly admitted students who meet the criteria listed below may apply to retain their admission qualifications. The application shall be submitted to the Office of Academic Affairs either by the student in person or through an agent in writing. However, students who have acquired admission qualifications through admission channels which impose restrictions on retaining admission qualifications as stated in the corresponding enrollment rules may not apply for the retention of admission qualifications:

1. Serious illnesses that require long-term convalescence. A Certificate of Diagnosis issued by a regional (or higher) level hospital is required, and the issuing hospital must be accredited by the National Health Insurance Bureau.
2. Belonging to a low-income household with proof issued by a township, city, or district office.
3. Domestic students who have been called up for military service or are currently in military service. Supporting documentation required.
4. Foreign students who are unable to register on time due to unforeseen circumstances.
5. A student who is pregnant, has recently given birth, or is providing childcare to an infant three years of age or younger. Supporting documentation required.
6. A student who is unable to register for the current semester due to force majeure.

Students who apply to retain their admission qualifications may be granted a maximum one-year deferment, except in cases where the period of deferment may be extended due to mandatory draft. Once the extension period expires, students may apply for enrollment by presenting their military discharge order.

## Chapter 2 Registration, Payment, and Course Selection

- Article 11      Students shall complete all payment and registration procedures prior to the first day (inclusive) of classes. If payment and registration must be delayed for any reason, the student shall apply for a leave of absence whose length shall not exceed two weeks.
- Students who fulfill enrollment criteria but fail to pay the required tuition, miscellaneous fees, and credit fees, will be deemed as un-enrolled unless a suspension of studies has been applied for before the official commencement of classes, otherwise the admission status of new students shall be rescinded and returning students shall be asked to withdraw from school.
- Students who have their graduation deferred and are taking nine (9) credits or less shall pay only credit fees and other applicable fees.
- If the application for the suspension of studies has been submitted to the Office of Academic Affairs before the commencement of the semester (including the first day of the semester), no tuition or miscellaneous fee payment shall be required. In cases otherwise, tuition and miscellaneous fees shall be paid and, following the completion of an application for the suspension of studies, a refund may be requested in accordance with the relevant regulations.
- Exchange students authorized by the University to study overseas (including those who have their graduation deferred) must pay in full any associated tuition and miscellaneous fees during their time overseas.
- Article 12      (Deleted)
- Article 13      The number of credits required for each semester shall be no fewer than 16 and no more than 27 for students of all years, except for students in their final year of study for whom the minimum number of credits shall be no less than nine (9). Students who have extended their period of study shall enroll in, at minimum, one (1) course per semester. Under extraordinary circumstances, and with approval from the head of the department, the above restrictions shall not apply.
- Article 14      Adding, dropping, or withdrawing from classes must be completed within the specified deadlines during each semester and handled in accordance with the relevant rules and procedures. If course selection was not completed according to regulations before the course add/drop deadline, or if the number of credits chosen falls short of the requirements of the department or undergraduate program, the student shall be required to apply for a suspension of studies.

### Chapter 3 Term of Study and Credits

- Article 15      The term of study for undergraduate programs shall be four (4) years. Students who have not completed their studies in their relevant department, minor, undergraduate program, credit-based program, or in the area of specialization courses or professional education courses of the pre-service teacher education courses within the specified term of study, students who have been approved for overseas study-exchange, as well as students who are pregnant, have given birth, or are providing childcare to infants three years of age or younger may extend their term of study by two (2) years with approval.
- Students from Hong Kong, Macau, or foreign countries enrolled in undergraduate studies with educational backgrounds equivalent to the second year of a domestic high school and who have gained admission through equivalent qualifications are required to earn additional credits before graduation. If they are unable to acquire all necessary credits within the first extension period, they may apply for an additional extension of one (1) year.
- Students involved in frequent training or competitions may submit a special application to extend their term of study for a maximum of four (4) years.
- Students who are physically or mentally disabled may extend their term of study for a maximum of (4) years in accordance to their physical or mental condition.
- Students taking a double major who have acquired all the necessary credits required by one department after a two (2) year extension, but have not acquired all the required credits of the second department may extend their term of study by an additional one (1) year.
- Students who have completed the required credits one semester or one academic year ahead of the maximum years of study and have fulfilled the requirements listed below may apply for early graduation at the Office of Academic Affairs. However, the term of study for education programs must be at least two (2) years with an additional full-time educational internship of six (6) months:
1. Acquired minimum credits for graduation in relevant degree or undergraduate program.
  2. GPA over the entire period of study exceeds 3.38 (80 points), or class rank is among the top 40% for the same year and department.
- Article 16      Courses are one (1) credit for every hour of lecture per week; internships or laboratory courses are one (1) credit for every two (2) to three (3) hours of lectures per week.
- Article 17      Undergraduate students must earn at least 128 credits in order to graduate. Departments and degree programs may impose more credit requirements following the approval at an Academic Affairs Meeting.
- Students of Hong Kong, Macau, or foreign countries who have enrolled in undergraduate studies and have education backgrounds equivalent to the second year of

a domestic high school and who have gained admission through equivalent qualifications are required to earn at least 12 additional credits before graduation.

- Article 18 The University's review process for required courses, general courses, and professional education courses shall be as follows:
1. Required courses for all departments and undergraduate programs shall be selected by the corresponding department or undergraduate program course committee. Courses shall be implemented after review by both the attending College Course Committee and the University's Course Committee.
  2. General courses shall be determined by the course committee of the respective department and implemented after review by the Center for General Education's Course Committee and the University's Course Committee.
  3. Professional education courses shall be determined by the respective department course committee and implemented after review by the Professional Education Course Committee, the Office of Teacher Education and Career Services, and the University's Course Committee.

- Article 19 First-year students who have accumulated over 40 credits (excluding education credits) prior to admission may advance their year of study by one (1) year.

#### **Chapter 4 Suspension/Resumption of Studies, Withdrawal and Expulsion**

- Article 20 After the registration period, when applying for a suspension of studies due to unforeseen events, an application shall be submitted before the final exam date for the most current semester as shown on the university calendar (in cases of severe illness, this deadline shall not be applicable. However, a Certificate of Diagnosis issued by a regional (or higher) level hospital is required, and the issuing hospital must be accredited by the National Health Insurance Bureau). An application for a suspension of studies shall only be considered complete once approval has been obtained and all procedures have been completed.

- Article 21 The suspension of studies is calculated based on academic semesters with the maximum suspension period being two (2) academic years. The suspension period may be extended if one of the following conditions apply:
1. Severe illness (a Certificate of Diagnosis issued by a regional (or higher) level hospital is required, and the issuing hospital must be accredited by the National Health Insurance Bureau) or special circumstances in which a suspension of studies is required. Approval shall be required from the department head and the Dean of Academic Affairs before the suspension period can be extended. The maximum period of extension shall be limited to two (2) academic years.
  2. Military draft. Domestic students applying for a suspension of studies due to

military conscription shall attach a copy of their draft notice, Administrative Discharge Order, or other relevant documentation either when applying or at the completion of their military service. The period of military service shall be excluded from the period granted for the suspension of studies.

3. Pregnancy or childbirth. To apply for a suspension of studies, a Certificate of Diagnosis issued by a regional (or higher) level hospital is required, and the issuing hospital must be accredited by the National Health Insurance Bureau. This period shall not exceed two (2) semesters and shall not be counted as a part of the period granted for the suspension of studies.
4. Childcare for infants three years of age or younger. To apply for a suspension of studies, relevant documentation shall be required. This period shall not exceed six (6) semesters and shall not be counted as a part of the period granted for the suspension of studies.

#### Article 22

Students shall be required to suspend their studies if one of the following conditions is true:

1. They have been absent for over one third of all class hours since the first day of classes.
2. Course selection was not completed according to regulations before the course addition or cancellation deadline, or the number of credits chosen falls short of department or undergraduate program requirements.

#### Article 23

Once the suspension of studies period has ended, if additional time is still required, students shall in person apply for an extension before the suspension of study period expires. Otherwise, payment for the tuition and miscellaneous fees of the upcoming semester shall be required. When students wish to resume their studies, the study year or semester is to be continued in the original department or undergraduate program. Students who applied for a suspension of study mid-semester shall be required to start from the beginning of the semester during which the suspension of study was requested.

#### Article 24

Students shall be required to withdraw from the university if one of the following conditions is true:

1. The student has voluntarily applied for a withdrawal.
2. The student has applied for a suspension of studies as stipulated in Article 22 and has exhausted the maximum suspension period as stipulated in Article 21.
3. The student is absent from class for 45 hours or more within a single semester.
4. In accordance with the NTNU Student Disciplinary Guidelines, the student has been asked to withdraw from the university as part of a disciplinary action.
5. For returning students, after receiving notification, missing the payment deadline for registration fees.
6. The study period has been extended to the maximum allotted time; however, the student is still unable to graduate.

Article 25 Students who have voluntarily applied for a withdrawal from school shall do so in writing and either personally or through an agent. They shall be required to complete all school departure procedures before the process is considered complete.

Article 26 Students shall be expelled if any of the following conditions are found to be true:

1. Educational background certificates submitted by the student contain forged, borrowed, fraudulent, or modified information, or the student has been found not qualified.
2. Wrongful behavior against the law by the student has resulted in a court conviction.
3. The student was found to have cheated on entrance exams.
4. In accordance with NTNU Student Disciplinary Guidelines, the student has received an expulsion as a part of a disciplinary action.

Article 27 Students who have withdrawn from school may apply for a Certificate of Study; however the certificate will not be issued to students who do not fulfill the criteria for enrollment (transfer). Expelled students shall not receive any certification regarding school attendance, and they are barred from returning to study at the University. A student who believes the disciplinary actions of withdrawal or expulsion are a violation of his or her rights may submit proof and file a complaint in accordance with the University's *Regulations Governing Student Complaints*. Prior to the confirmation of the appeal's outcome, the student may continue his or her studies at the University. If the outcome of the appeal remains the same as the original punishment, the student's academic performance from the filing of the appeal to its resolution shall not be recognized.

For students who have been approved to resume their studies after filing an appeal in accordance with the preceding regulations, in the case they are unable to resume their studies due to extraordinary circumstances, they may apply for a retrospective suspension of studies, with this period not to be counted as part of the suspension of studies period.

## **Chapter 5 Department Transfer, Declaring a Minor, and Declaring a Double Major**

Article 28 After one full year of study, students who find their respective department, division, or undergraduate program does not match their interests may apply for a department, division, or undergraduate program transfer. Students who file transfer applications before the start of their second academic year may transfer into the second year of study in their new department, division, or undergraduate program; students who file transfer applications before the start of their third academic year may transfer into the second or third year of study of another department, division, or undergraduate program. Students who file transfer applications before the start of their fourth academic year may transfer into the third or fourth year of study of another department, division, or undergraduate program.



The overlapping year of students who transfers into a lower year of study in another department, division, or undergraduate program does not count towards the maximum years of study available to students in their new department, division, or undergraduate program.

- Article 29 Students may transfer to another department, division, or undergraduate program only once.
- Article 30 Students are not permitted to transfer to another department, division, or undergraduate program if one of the following is true:
1. They are currently undertaking a suspension of studies.
  2. They fall under regulations that do not permit a department, division, or undergraduate program transfer.
- Article 31 (Deleted)
- Article 32 Regulations governing a student's department, division, or undergraduate program transfer shall be established separately and submitted to the Ministry of Education for future reference.
- Article 33 From their first year to fourth year of study (excluding any extension of study periods) students from all departments and undergraduate programs may declare a minor within the dates announced. Regulations on topics regarding the minor, including departmental standards, accepted number of applicants, required subjects, and number of required credits shall be determined separately by each department or undergraduate program.
- A student who has passed all necessary courses and credits required for the minor shall have the minor noted in the University's graduate roll, as well as his or her individual transcript and diploma.
- University regulations on declaring a minor shall be established separately and submitted to the Ministry of Education for future reference.
- Article 34 From their first year to fourth year of study (excluding any extension of study periods) students from all departments and undergraduate programs may declare a double major within the dates announced. Regulations on topics regarding the double major, including departmental standards, accepted number of applicants, required subjects, and number of required credits shall be determined separately by each department or undergraduate program.
- A student who has passed all necessary courses and credits required for the double major shall have the two majors noted in the University's graduate roll, as well as his or her individual transcript and diploma.
- University regulations on declaring a double major shall be established separately and submitted to the Ministry of Education for future reference.

## Chapter 6 Absenteeism and Truancy

- Article 35 Students who are unable to attend classes must apply for a leave of absence in accordance with the relevant regulations. Once approved, their absence shall be registered as an accepted leave of absence; if no application has been filed, or if the application was denied, any absence from class shall be registered as truancy. Absenteeism and truancy shall be handled according to the following regulations:
1. Course instructors may deduct points in line with student attendance records.
  2. Students who have been absent for over one third of all class hours starting from the first day of classes shall be required to suspend their studies; excluded, however, is any absence stemming from official leave that has been put forth by the related ministries of the Executive Yuan and received the approval of the University.
  3. Students who are absent from class without a valid excuse for 45 hours or more in a single semester shall be asked to withdraw from school.
- Approved (sick) leave and maternity leave for students who are pregnant, have recently given birth, or are providing childcare to an infant three years of age or younger shall not be subject to the regulations in Paragraph 1, Subparagraph 1 and 2.

## Chapter 7 Tests and Make-Up Tests

- Article 36 Student grades/scores range from perfect (100 points or A+) to passing (60 points or C-). Courses may assign a grade of solely "pass" or "fail" after obtaining approval from the course committee of the relevant department or undergraduate program and approval at an Academic Affairs Meeting. For courses that offer only "pass" or "fail", a grade of "fail" can not be made-up and, in the case of a required class, the class must be retaken.
- For students who have enrolled during or prior to the 2014 academic year, a numerical grading system shall be used. Following the 2014 academic year, a letter grading system shall be used. Regulations concerning grading systems shall be established separately.
- Article 37 (Deleted)
- Article 38 Student grade calculations and categories are as follows:
1. Semester grades for each course: Based on regular tests, mid-term exams, final exams, or other methods.
  2. Average grade for each semester: The sum of all scores from the semester minus any number of subjects and credits graded as "pass" or "fail", divided by the total number of credits.
  3. Total average grade: The sum of scores of all semesters minus subjects or credits graded as "pass" or "fail" divided by the total number of credits.

Article 39 Student grades given with decimal points shall be rounded to the nearest digit; the average grade for each semester, the total average grade, and the graduation grade shall be rounded off to two decimal places.

Article 40 Students who enroll in a course that requires a full academic year to complete, but only study for one semester or only pass one semester shall not receive any credits for the course.

Students who enroll in a course from which they have already received credits shall have the credits and scores of the course registered and the course count towards their GPA and total graduation credits. However, when subtracting the course credits given for the repeated course, a student's total course credits shall not be lower than that of the minimum threshold for graduation. Each department and undergraduate program may follow their own regulations, if any.

Article 41 (Deleted)

Article 42 Students may request make-up tests in accordance with the following regulations:

1. Students who are pregnant, are providing childcare to an infant three years of age or younger, on official leave, on maternity leave, on bereavement leave, have been hospitalized due to serious illnesses, or are injured with valid proof demonstrating their inability to participate in tests may be granted one make-up test with final scores based on test performance.
2. Make-up tests are to be held within a designated time frame, beyond which no make-up tests can be administered for any reason.

## Chapter 8 Graduation

Article 43 Students who have completed all required courses and credits and have met all graduation requirements established by their respective department or undergraduate program within the specified time allotted, shall be granted a bachelor's degree in accordance with the *Degree Conferral Law*.

The department and undergraduate program requirements mentioned in the preceding paragraph shall be based on practice regulations which shall be reviewed and approved at an Academic Affairs Meeting before being publicly announced.

## Section 3 Master's and PhD Programs

### Chapter 1 Enrollment and Preservation of Enrollment Qualifications

Article 44 A candidate who has a bachelor's degree from a domestic university or college recognized by the Ministry of Education of Taiwan, from a foreign university or college recognized by the Ministry of Education of Taiwan, or a candidate who has equivalent qualifications may be admitted to the University to pursue a master's degree after passing the University's master's programs admission

examinations.

Article 45

A candidate who has a master's degree from a domestic university or college recognized by the Ministry of Education of Taiwan, from a foreign university or college recognized by the Ministry of Education of Taiwan, or a candidate who has equivalent qualifications, may be admitted to the University to pursue a PhD degree after passing the University's PhD programs admission examinations.

Graduate students enrolled within the University's master's programs may advance directly to a doctoral degree program in accordance with the University's direct PhD admission regulations.

Article 46

Each department, graduate institute, and degree program of the University may accept students who meet special admission criteria, foreign students, and students from Mainland China in accordance with the regulations established by the Ministry of Education.

Regulations governing the enrollment of foreign students and students from Mainland China shall be established separately.

Article 47

Newly admitted students who meet the criteria listed below, before the registration deadline and in accordance with the regulations of their respective department, institute or degree program, may apply to Office of Academic Affairs to retain their admission qualifications. However, students who have acquired admission qualifications through admission channels which impose restrictions on retaining admission qualifications as stated in the corresponding enrollment rules may not apply for the retention of admission qualifications:

1. Serious illness that requires long-term convalesce. A Certificate of Diagnosis issued by a regional (or higher) level hospital is required, and the issuing hospital must be accredited by the National Health Insurance Bureau.
2. Belonging to a low-income household with proof issued by a township, city, or district office.
3. Domestic students required to report for military service or currently in military service. Supporting documentation required.
4. Foreign students who are unable to register on time due to unforeseen circumstances.
5. A student who is pregnant, has recently given birth, or is providing childcare to an infant three years of age or younger. Supporting documentation required.
6. Pre-service teachers holding the appropriate certificates.
7. A student who is unable to register for the current semester due to force majeure.

Students who apply to retain their admission qualifications may be granted a maximum one-year deferment, except in cases where the period of deferment may be extended due to mandatory draft. Once the extension period expires, students may apply for enrollment by presenting their military discharge order.

## Chapter 2 Registration, Payment, and Course Selection

- Article 48 Each semester, students shall complete all payment and registration procedures prior to the deadlines announced in the Registration Guidelines. If payment and registration must be delayed for any reason, students shall apply for a leave of absence whose length shall not exceed two weeks.
- Students who fulfill enrollment criteria but fail to pay the required tuition, miscellaneous fees, and credit fees, will be deemed as unenrolled unless a suspension of studies has been applied for before (or on) the last day for payment of registration fees, otherwise the admission status of new students shall be rescinded and returning students shall be asked to withdraw from the university.
- If an approval for the suspension of studies has been received and the procedures for leaving the University completed before (or on) the last day for payment of the semester's registration fees, no tuition or miscellaneous fee payment shall be required. Otherwise, tuition and miscellaneous fees shall be paid and, following the completion of an application for the suspension of studies, a refund may be requested in accordance with the relevant regulations.
- Exchange students authorized by the University to study overseas (including those who have their graduation deferred) must pay in full any associated tuition and miscellaneous fees during their time overseas.
- Article 49 (Deleted)
- Article 50 The maximum number of credits students may take during a semester is 18 (excluding courses that calculate credits separately); the minimum number of credits shall be determined by the respective department, graduate institute, or degree program.
- If the department, graduate institute, or degree program needs to increase the maximum number of credits students are eligible to take each semester, this decision shall require the review and approval of the Academic Affairs Meeting.
- Article 51 Adding, dropping, or withdrawing from classes must be completed within the specified deadlines during each semester and handled in accordance with the relevant rules and procedures. If course selection was not completed according to regulations before the course addition or cancellation deadline, or if the number of credits chosen falls short of the requirements of the department, graduate institute, or graduate program, the student shall be required to apply for a suspension of studies.

## Chapter 3 Term of Study and Credits

- Article 52 The duration of study is one (1) to four (4) years for master's program students and two (2) to seven (7) years for PhD program students.
- Students who are pregnant, have given birth, or are providing childcare to infants three years of age or younger may apply for an extension based on actual needs

and with the appropriate documentation; once approved, terms of study may be extended by a maximum of two (2) years.

Students who have already completed their degree examination, but are at the end of their term of study and have not obtained the required credits for their credit-based program, in the area of specialization courses or professional education courses of the pre-service teacher education courses, or have been approved for overseas study-exchange may extend their term of study by one (1) year with the approval of the department, graduate institute, or degree program dean, as well as the associated college dean and the Dean of Academic Affairs. A diploma and degree shall only be awarded after all procedures with regard to exiting the University have been completed.

Article 53 Courses are one (1) credit for every hour of lecture per week; internships or laboratory courses are one (1) credit for every two (2) to three (3) hours of lectures per week.

Article 54 Doctoral and master's program students must earn at least 18 and 24 credits respectively in order to graduate. Departments, graduate institutes, and degree programs may impose more credit requirements following approval at an Academic Affairs Meeting.

Article 55 All department, graduate institute, and degree program course committees may determine their own set of specialized and elective courses. Courses shall be implemented after review by the attending College Course Committee and the University's Course Committee.

#### **Chapter 4 Suspension/Resumption of Studies, Withdrawal and Expulsion**

Article 56 After the registration period, when applying for a suspension of studies due to unforeseen events, an application shall be submitted before the final exam date for the current semester as shown on the university calendar (in cases of severe illness this deadline shall not be applicable, however, a Certificate of Diagnosis issued by a regional (or higher) level hospital is required, and the issuing hospital must be accredited by the National Health Insurance Bureau). An application for a suspension of studies shall only be considered complete once approval has been obtained and all procedures have been completed.

Article 57 The suspension of studies is calculated based on academic semesters with the maximum suspension period being two (2) academic years. In special cases the suspension period may be extended if one of the following conditions apply:

1. Severe illness (a Certificate of Diagnosis issued by a regional (or higher) level hospital is required, and the issuing hospital must be accredited by the National Health Insurance Bureau) or special circumstances in which a suspension of

studies is required. Approval shall be required from the department head and the Dean of Academic Affairs before the suspension period can be extended. The maximum period of extension shall be limited to two (2) academic years.

2. Military draft. Domestic students applying for a suspension of studies due to military conscription shall attach a copy of their draft notice, Administrative Discharge Order, or other relevant documentation either when applying or at the completion of their military service. The period of military service shall be excluded from the period granted for the suspension of studies.
3. Pregnancy or childbirth. To apply for a suspension of studies, a Certificate of Diagnosis issued by a regional (or higher) level hospital is required, and the issuing hospital must be accredited by the National Health Insurance Bureau. This period shall not exceed two (2) semesters and shall not be counted as a part of the period granted for the suspension of studies.
4. Childcare for infants three years of age or younger. To apply for a suspension of studies, relevant documentation shall be required. This period shall not exceed six (6) semesters and shall not be counted as a part of the period granted for the suspension of studies.

#### Article 58

Students shall be required to suspend their studies if one of the following conditions is true:

1. They have been absent for over one third of all class hours since the first day of classes.
2. Course selection was not completed according to regulations before the course addition or cancellation deadline, or the number of credits chosen falls short of department or degree program requirements.

#### Article 59

Once the suspension of studies period has ended, if additional time is still required, students shall apply before the suspension of studies period expires, otherwise payment for the tuition and miscellaneous fees of the upcoming semester shall be required. When students wish to resume their studies, the study year or semester is to be continued in the original department or degree program. Students who applied for a suspension of studies mid-semester shall be required to start from the beginning of the semester in which the suspension of study was requested.

#### Article 60

Students shall be asked to withdraw from the university if one of the following conditions is true:

1. The student has voluntarily applied for a withdrawal.
2. The student has exhausted the maximum period for the suspension of studies.
3. For returning students, after receiving notification, failure to submit the payment of registration fees on time.
4. The student is absent from class for 45 hours or more within a single semester.
5. In accordance with the NTNU Student Disciplinary Guidelines, the student has

- been asked to withdraw from the university as part of a disciplinary action.
6. The study period has been extended to the maximum allotted time; however, the student is unable to meet the graduation requirements of the department, graduate institute, or degree program.
  7. Doctoral candidates who fail the qualifying exam.
  8. Students who fail their graduate degree examination and do not qualify for a retest, or fail the graduate degree examination retest.
  9. Severe and verified instances of fabrication, falsification, plagiarism, ghost writing, or other fraudulent behavior in a thesis, work, certificate of achievement, written report, technical report, or professional practice report.

Qualifying exams guidelines for doctoral candidates as mentioned in Subparagraph 7 in the preceding Paragraph shall be set in accordance to the regulations decided on by the respective department, graduate institute, degree program, or college.

Undergraduate students who have advanced directly to a doctoral degree program but have failed to pass the candidacy qualification examinations or the PhD degree examination, shall not be subject to the restrictions detailed in Subparagraph 7 and 8 of the preceding Paragraph if they qualify for a return to their previous master's degree program, or if they qualify for enrollment in a new master's degree program.

Article 61 Students who have voluntarily applied for withdrawal from school shall do so personally. They shall be required to complete all school departure procedures before the process is considered complete.

Article 62 Students shall be expelled if any of the following conditions are found to be true:

1. Educational background certificates submitted by the student contain forged, borrowed, fraudulent, or modified information, or the student has been found not qualified.
2. Wrongful behavior against the law by the student has resulted in a court conviction.
3. The student was found to have cheated on entrance exams.
4. In accordance with NTNU Student Disciplinary Guidelines, the student has received an expulsion as a part of a disciplinary action.

Article 63 Students who have withdrawn from school may apply for a Certificate of Study; however the certificate will not be issued to students who do not fulfill the criteria for enrollment (transfer). Expelled students shall not receive any certification regarding school attendance, and they are barred from returning to study at the University. A student who believes the disciplinary actions of withdrawal or expulsion are a violation of his or her rights may submit proof and file a complaint in accordance with the University's *Regulations Governing Student Complaints*. Prior to the confirmation of the appeal's outcome, the student may



continue his or her studies at the University. If the outcome of the appeal remains the same as the original punishment, the student's academic performance from the filing of the appeal to its resolution shall not be recognized.

For students who have been approved to resume their studies after filing an appeal in accordance with the preceding regulation, in the case they are unable to resume their studies due to extraordinary circumstances, they may apply for a retrospective suspension of studies, with this period not to be counted as part of the suspension of studies period.

## **Chapter 5 Department, Graduate Institute, Division, and Undergraduate Program Transfers**

Article 64 After their first year of academic study, before the start of the second academic year, students may apply to transfer to another department, graduate institute, division, or degree program within the same academic system, pending the approval of the both the dean (director) of their previous department, graduate institute, division, or degree program and the department, graduate institute, division, or degree program into which they hope to transfer. Approval by the Dean of Academic Affairs shall also be required; only one transfer is allowed.

Article 65 Students shall not be permitted to transfer to another department, graduate institute, division, or degree program if one of the following is true:

1. They are currently undertaking a suspension of studies.
2. They fall under regulations that do not permit a department, graduate institute, division, or degree program transfer.

Article 66 (Deleted)

Article 67 Regulations governing department, graduate institute, division, or degree program transfers shall be established separately and submitted to the Ministry of Education for future reference.

## **Chapter 6 Absenteeism and Truancy**

Article 68 Students who are unable to attend classes must apply for a leave of absence in accordance with the relevant regulations. Once approved, their absence shall be registered as an accepted leave of absence; if no application has been filed, or if the application was denied, any absence from class shall be registered as truancy. Absenteeism and truancy shall be handled according to the following regulations:

1. Course instructors may deduct points in line with student attendance records.
2. Students who have been absent for over one third of all class hours starting from the first day of classes shall be required to suspend their studies; excluded, however, is any absence stemming from official leave that has been put forth by the related ministries of the Executive Yuan and has received the ap-

proval of the University.

3. Students who are absent from class without a valid excuse for 45 hours or more in a single semester shall be asked to withdraw from school.

Approved (sick) leave and maternity leave for students who are pregnant, have recently given birth, or are providing childcare to an infant three years of age or younger shall not be subject to the regulations in Paragraph 1, Subparagraph 1 and 2.

## Chapter 7 Tests and Make-Up Tests

- Article 69      Student grades/scores range from perfect (100 points or A+) to passing (60 points or C-). Courses may assign a grade of solely "pass" or "fail" after obtaining approval from the course committee of the relevant department or degree program and approval at an Academic Affairs Meeting. For courses that offer only "pass" or "fail", a grade of "fail" can not be made-up and, in the case of a required class, the class must be retaken.
- For students who have enrolled during or prior to the 2014 academic year, a numerical grading system shall be used. Following the 2014 academic year, a letter grading system shall be used. Regulations concerning grading systems shall be established separately.
- Article 70      Student examinations are divided into the following categories:
1. Regular tests: Administered by the course instructor during class.
  2. Mid-term exams: Held on designated dates during each semester.
  3. Final exams: Held on designated dates during each semester.
- Graduate degree examinations shall be implemented in accordance with the University's regulations governing PhD and master's degree examinations.
- Article 71      Student grade calculations and categories are described as follows:
1. Semester grades for each course: Based on regular tests, mid-term exams, final exams, or other methods.
  2. Average grade for each semester: The sum of all scores from the semester minus any number of subjects and credits graded as "pass" or "fail", divided by the total number of credits.
  3. Total average grade: The sum of scores of all semesters minus subjects or credits graded as "pass" or "fail" divided by the total number of credits.
  4. Graduation grade: Calculated based on the total grade average and the score of the graduate degree examination.
- Article 72      Student grades given with decimal points shall be rounded to the nearest digit; the average grade for each semester, the total average grade, and the graduation grade shall be rounded off to two decimal places.

Article 73 Students who enroll in a course that requires a full academic year to complete, but only study for one semester or only pass one semester shall not receive any credits for the course.

When students enroll in a course that they have previously completed and received credits, the credits and scores earned from the second enrollment shall be registered and the course count towards their GPA and total graduation credits. However, when the course credits given for the repeated course are subtracted, a student's remaining total course credits shall not be lower than that of the minimum threshold for graduation. Each department and undergraduate program may follow their own regulations, if any.

Article 74 (Deleted)

Article 75 Students may request make-up tests in accordance with the following regulations: Students who are pregnant, are providing childcare to an infant three years of age or younger, on official leave, on maternity leave, on bereavement leave, have been hospitalized due to serious illnesses, or are injured with valid proof demonstrating their inability to participate in tests may be granted one make-up test with final scores based on test performance.

Make-up tests are to be held within a designated time frame, beyond which no make-up tests can be administered for any reason.

A make-up test score of 70 points or higher (B-) for a graduate degree examinations shall be recorded as a 70 (B-).

## Chapter 8 Graduation

Article 76 Master's and PhD students who have completed all required coursework and credits, have met all graduation requirements established by their respective department, graduate institute, or degree program, as well as fulfilled the following conditions shall be permitted to graduate:

1. A master's student who qualifies for graduation, submits a master's thesis and passes his or her graduate degree examination shall be granted a master's degree in accordance with the *Degree Conferral Law*.
2. A PhD student who qualifies for graduation, submits a PhD thesis and passes his or her graduate degree examination shall be granted a PhD degree in accordance with the *Degree Conferral Law*.

The department, graduate institute, and degree program requirements mentioned in the preceding paragraph shall be based on practice regulations which shall be reviewed and approved at an Academic Affairs Meeting before being publicly announced.

The date for the conferral of diplomas shall be January during the first semester and June during the second semester; however, students who have already completed all required courses and credits and have no other courses or credits remaining other than their thesis at the time of their degree examination may obtain

their diplomas in the month of the graduate degree examination after their thesis has been accepted.

Students who advanced directly to the doctoral degree program and do not meet PhD degree standards in their graduate degree examination, but qualify for a master's degree may be awarded with a master's degree pending the decision of the PhD graduate degree examination committee.

Regulations on graduate degree examinations shall be established separately and submitted to the Ministry of Education for future reference.

## Section 4 Continuing Education Master's Programs

### Chapter 1 Enrollment and Preservation of Enrollment Qualifications

Article 77 A candidate who has a bachelor's degree from a domestic university or college recognized by the Ministry of Education of Taiwan, from a foreign university or college recognized by the Ministry of Education of Taiwan, or a candidate who has equivalent qualifications may be admitted to the University to pursue a master's degree after qualifying in the University's master's degree admission examinations.

Article 78 Each department, graduate institute, and degree program of the University may accept students that meet special admission criteria in accordance with the regulations established by the Ministry of Education.

Article 79 Newly admitted students may not apply to retain their admission qualifications.

### Chapter 2 Registration, Payment and Course Selection

Article 80 Each semester, students shall complete all payment and registration procedures prior to the deadlines announced in the Registration Guidelines. If payment and registration must be delayed for any reason, students shall apply for a leave of absence whose length shall not exceed two weeks.

Students who fulfill enrollment criteria but fail to pay the required tuition, miscellaneous fees, and credit fees, will be deemed as unenrolled unless a suspension of studies has been applied for before (or on the date of) the registration fees payment deadline, otherwise the admission status of new students shall be rescinded and returning students shall be asked to withdraw from the university.

If an approval for the suspension of studies has been received and the procedures for leaving the university completed before (or on the date of) the registration fees payment deadline, no tuition or miscellaneous fee payment shall be required. In cases otherwise, tuition and miscellaneous fees shall be paid and, following the completion of an application for the suspension of studies, a refund may be

requested in accordance with the relevant regulations.

Article 81 (Deleted)

Article 82 The maximum number of credits students may take during each school year (summer term) is 18 (excluding courses that calculate credits differently); the minimum number of credits shall be determined by each department or graduate institute.

If departments, graduate institutes, or degree programs wish to increase the maximum number of credits a student is allowed to take, approval at an Academic Affairs Meeting shall be required

Article 83 Adding, dropping, or withdrawing from courses must be completed within the specified deadlines during each semester (summer) and handled in accordance with the relevant rules and procedures. If course selection was not completed according to regulations before the course addition or cancellation deadline, or if the number of credits chosen falls short of the requirements of the department, graduate institute, or degree program, the student shall be required to apply for a suspension of studies.

### Chapter 3 Term of Study and Credits

Article 84 The duration of study is one (1) to four (4) years (or two (2) to four (4) summer terms). Students who have not completed their required coursework or thesis within this term of study may extend its duration by two (2) years (two (2) summer terms).

Students who are pregnant, have recently given birth, or are providing childcare to an infant three years of age or younger may apply for an extension based on actual needs; once approved, the term of study may be extended by a maximum of two (2) years.

Article 85 Courses are given one (1) credit for every 18 hours of lecture; internships and laboratory courses are given one (1) credit for 36 or 54 hours of lectures.

Article 86 Students must earn at least 24 credits (excluding graduate thesis) in order to graduate. Each department, graduate institute, or degree program may impose more credit requirements pending the approval at an Academic Affairs Meeting.

Article 87 All department, graduate institute, and degree program course committees may determine their own set of specialized and elective courses. Courses shall be implemented after review by the attending College Course Committee and the University's Course Committee.

## Chapter 4 Suspension/Resumption of Studies, Withdrawal and Expulsion

- Article 88 After the registration period, when applying for a suspension of studies due to unforeseen events, an application shall be submitted before the final exam date for the current semester (summer) as shown on the university calendar (in cases of severe illness this deadline shall not be applicable, however, a Certificate of Diagnosis issued by a regional (or higher) level hospital is required, and the issuing hospital must be accredited by the National Health Insurance Bureau). An application for a suspension of studies shall only be considered complete once approval has been obtained and all procedures have been completed.
- Article 89 The suspension of studies is calculated based on academic (summer) semesters with the maximum suspension period being two (2) academic years (summer terms). In special cases the suspension period may be extended where one of the following conditions apply:
1. Severe illness (a Certificate of Diagnosis issued by a regional (or higher) level hospital is required, and the issuing hospital must be accredited by the National Health Insurance Bureau) or special circumstances in which a suspension of studies is required. Approval shall be required from the department head and the Dean of Academic Affairs before the suspension period can be extended. The maximum period of extension shall be limited to two (2) academic years (summer terms).
  2. Military draft. Domestic students applying for a suspension of studies due to military conscription shall attach a copy of their draft notice, Administrative Discharge Order, or other relevant documentation either when applying or at the completion of their military service. The period of military service shall be excluded from the period granted for the suspension of studies.
  3. Pregnancy or childbirth. To apply for a suspension of studies, a Certificate of Diagnosis issued by a regional (or higher) level hospital is required, and the issuing hospital must be accredited by the National Health Insurance Bureau. This period shall not exceed two (2) academic semesters (one (1) summer semester) and shall not be counted as a part of the period granted for the suspension of studies.
  4. Childcare for infants three years of age or younger. To apply for a suspension of studies, relevant documentation shall be required. This period shall not exceed six (6) academic semesters (three (3) summer semesters) and shall not be counted as a part of the period granted for the suspension of studies.

- Article 90 Students shall be required to suspend their studies if one of the following conditions is true:
1. They have been absent for over one third of all class hours since the first day of classes.
  2. Course selection was not completed according to regulations before the course addition or cancellation deadline, or the number of credits chosen falls short of department or undergraduate program requirements.
- Article 91 Once the suspension of studies period has ended, if additional time is still required, students shall apply before the suspension of studies period expires, otherwise payment for the tuition and miscellaneous fees of the upcoming semester shall be required. When students wish to resume their studies, the study year or semester (summer) is to be continued in the original department or degree program. Students who applied for a suspension of study mid-semester (summer) shall be required to start from the beginning of the semester (summer) during which the suspension of study was requested.
- Article 92 Students shall be asked to withdraw from the university if one of the following conditions is true:
1. The student has voluntarily applied for a withdrawal.
  2. The student has exhausted the maximum period for the suspension of studies.
  3. For returning students, after receiving notification, failure to submit the payment of registration fees on time.
  4. The student is absent from class for 45 hours or more within a single semester.
  5. In accordance with the NTNU Student Disciplinary Guidelines, the student has been asked to withdraw from the university as part of a disciplinary action.
  6. The study period has been extended to the maximum allotted time; however, the student is unable to meet the graduation requirements of the department, graduate institute, or degree program.
  7. Students who fail their graduate degree examination and do not qualify for a retest, or fail the graduate degree examination retest.
  8. Severe and verified instances of fabrication, falsification, plagiarism, ghost writing, or other fraudulent behavior in a thesis, work, certificate of achievement, written report, technical report, or professional practice report.
- Article 93 Students who have voluntarily applied for withdrawal from school shall do so personally. They shall be required to complete all school departure procedures before the process is considered complete.
- Article 94 Students shall be expelled if any of the following conditions is found to be true:
1. Educational background certificates submitted by the student contain forged, borrowed, fraudulent, or modified information, or the student has been found not qualified.

2. Wrongful behavior against the law by the student has resulted in a court conviction.
3. The student was found to have cheated on entrance exams.
4. In accordance with NTNU Student Disciplinary Guidelines, the student has received an expulsion as a part of a disciplinary action.

Article 95

Students who have withdrawn from school may apply for a Certificate of Study; however the certificate will not be issued to students who do not fulfill the criteria for enrollment (transfer). Expelled students shall not receive any certification regarding school attendance, and they are barred from returning to study at the University. A student who believes the disciplinary actions of withdrawal or expulsion are a violation of his or her rights may submit proof and file a complaint in accordance with the University's *Regulations Governing Student Complaints*. Prior to the confirmation of the appeal's outcome, the student may continue his or her studies at the University. If the outcome of the appeal remains the same as the original punishment, the student's academic performance from the filing of the appeal to its resolution shall not be recognized.

For students who have been approved to resume their studies after filing an appeal in accordance with the preceding regulations, in the case they are unable to resume their studies due to extraordinary circumstances, they may apply for a retrospective suspension of studies, with this period not to be counted as part of the suspension of studies period.

## Chapter 5 Absenteeism and Truancy

Article 96

Students who are unable to attend classes must apply for a leave of absence in accordance with the relevant regulations. Once approved, their absence shall be registered as an accepted leave of absence; if no application has been filed, or if the application was denied, any absence from class shall be registered as truancy. Absenteeism and truancy shall be handled according to the following regulations:

1. Course instructors may deduct points in line with student attendance records.
2. Students who have been absent for over one third of all class hours starting from the first day of classes shall be required to suspend their studies; excluded, however, is any absence stemming from official leave that has been put forth by the related ministries of the Executive Yuan and has received the approval of the University.
3. Students who are absent from class without a valid excuse for 45 hours or more in a single semester (summer) shall be asked to withdraw from school.

Approved (sick) leave and maternity leave for students who are pregnant, have recently given birth, or are providing childcare to an infant three years of age or younger shall not be subject to the regulations in Paragraph 1, Subparagraph 1 and 2.

## Chapter 6 Tests and Make-Up Tests



- Article 97 Student grades/scores range from perfect (100 points or A+) to passing (60 points or C-). Courses may assign a grade of solely "pass" or "fail" after obtaining approval from the course committee of the relevant department or undergraduate program and approval at an Academic Affairs Meeting. For courses that offer only "pass" or "fail", a grade of "fail" can not be made-up and, in the case of a required class, the class must be retaken.
- For students who have enrolled during or prior to the 2014 academic year, a numerical grading system shall be used. Following the 2014 academic year, a letter grading system shall be used. Regulations concerning grading systems shall be established separately.
- Article 98 Student examinations are divided into the following categories:
1. Regular tests: Administered by the course instructor during class.
  2. Mid-term exams: Held on designated dates during each semester.
  3. Final exams: Held on designated dates during each semester.
- Graduate degree examinations shall be implemented in accordance with the University's regulations governing PhD and master's degree examinations.
- Article 99 Student grade calculations and categories are described as follows:
1. Semester (summer) grades for each course: Based on regular tests, mid-term exams, final exams, or other methods.
  2. Average grade for each semester (summer): The sum of all scores from the semester (summer) minus any number of subjects and credits graded as "pass" or "fail", divided by the total number of credits.
  3. Total average grade: The sum of scores of all semesters (summer) minus subjects or credits graded as "pass" or "fail" divided by the total number of credits.
  4. Graduation grade: Calculated based on the total grade average and the score of the graduate degree examination.
- Article 100 Student grades given with decimal points shall be rounded to the nearest digit; the average grade for each semester, the total average grade, and the graduation grade shall be rounded off to two decimal places.
- Article 101 Students who enroll in a course that requires a full academic year to complete, but only study for one semester or only pass one semester shall not receive any credits for the course.
- Students who enroll in a course from which they have already received credits shall have the credits and scores of the course registered and the course count towards their GPA and total graduation credits. However, when subtracting the course credits of the repeated course, a student's total course credits shall not be lower than that of the minimum threshold for graduation. Each department and undergraduate program may follow their own regulations, if any.
- Article 102 (Deleted)

- Article 103 Students may request make-up tests in accordance with the following regulations:
1. Students who are pregnant, are providing childcare to an infant three years of age or younger, on official leave, on maternity leave, on bereavement leave, have been hospitalized due to serious illnesses, or are injured with valid proof demonstrating their inability to participate in tests may be granted one make-up test with final scores based on test performance.
  2. Make-up tests are to be held within a designated time frame, beyond which no make-up tests can be administered for any reason.
  3. A make-up test score of 70 points or higher (B-) for a graduate degree examinations shall be recorded as a 70 (B-).

## Chapter 7 Graduation

- Article 104 Students who complete all required courses within the given duration of study, meet graduation requirements with regard to course credits, submit a master's thesis, and pass their graduate degree examination shall be granted a master's degree in accordance with the *Degree Conferral Law*.
- The graduation requirements mentioned in the preceding paragraph shall be based on practice regulations, which shall be reviewed and approved at an Academic Affairs Meeting before being publicly announced.
- Students who have already completed all required courses and credits and have no other courses or credits remaining other than their thesis at the time of their degree examination may obtain their diplomas in the month of the graduate degree examination after their thesis has been accepted.

## Section 5 Supplementary Provisions

- Article 105 The rights and obligations of state-financed students shall be established in related regulations.
- Article 106 Regulations on the enrollment qualifications and grade management of students in the Division of Preparatory Programs for Overseas Chinese Students shall be established separately.
- Article 107 A student's name, gender, national ID number, and date of birth registered in the enrollment file shall be consistent with the information printed on his or her national ID card. Students whose enrollment qualification papers do not match their identification documents shall immediately apply for correction at the Office of Academic Affairs and present a Household Registration Transcript issued by the Household Registration Office as evidence.

- Article 108 Student enrollment information including college, department, division, undergraduate program, credit-based program, educational program, year of study, grades, registration, suspension of studies, resumption of studies, department and graduate institute transfer, withdrawal, and transfer to another school shall be based on the original copies of enrollment records and transcripts kept by the Office of Academic Affairs in cases of discrepancies.
- Article 109 Students of the University who have cheated on admission examinations inside or outside the University, and who have been proven guilty, shall have their examination qualification and grades handled in accordance with the regulations of the respective examination and shall be transferred to the University's Student Disciplinary Committee for processing.
- Article 110 Matters not addressed herein shall be handled in accordance with the relevant laws and regulations.
- Article 111 These regulations have been approved at an Academic Affairs Meeting prior to their implementation and sent to the Ministry of Education for future reference. Any future amendments shall follow the same administrative procedures.