

University of Kang Ning

Academic Policies

Book One: General Provisions

- Article 1** The University of Kang Ning Academic Policies (hereinafter referred to as “the Academic Policies”) are formulated in accordance with the University Act, the Enforcement Rules of the University Act, the Degree Conferral Act, the Enforcement Rules of the Degree Conferral Act, and other relevant laws and regulations. The academic policies for the junior college division are stipulated separately.
- Article 2** Matters relating to student status, including enrollment, leave of absence, resumption of studies, withdrawal, transfer to another university, transfer to another department (section or program), minor (section or program), double major, dual degree programs, grading, and graduation, are governed by the Academic Policies.

Book Two: Bachelor’s Program

Chapter 1 Admissions

- Article 3** At the beginning of each academic year, the University openly recruits first-year students for the bachelor’s degree programs of its departments and for the post-baccalaureate second expertise bachelor’s degree program, and may, as circumstances allow, recruit second-year and third-year transfer students for its departments; the admissions guidelines are stipulated separately. In addition, in accordance with relevant regulations, the University may admit overseas Chinese students and foreign students. The regulations governing the admission of foreign students to the University are stipulated separately and reported to the Ministry of Education for approval.
- Article 4** Graduates of public or registered private senior secondary schools or schools of equivalent standing, or persons who meet the Standards for Recognition of Equivalent Educational Levels for University Admission prescribed by the Ministry of Education, shall be admitted as first-year students of the bachelor’s degree programs of the University upon passing the entrance examination. Students admitted with graduation certificates from foreign schools, or from schools of the same level and category in Hong Kong or Macao, whose graduating year is equivalent to the second year of a domestic senior secondary school, must complete at least 12 credits in addition to the total credits originally required for graduation; the courses to be taken shall be determined by each department.
- The post-baccalaureate second expertise bachelor’s degree program admits persons who have graduated with at least a bachelor’s degree from a domestic university or independent college registered with the Ministry of Education, or from an overseas university or independent college in

conformity with the Regulations Governing the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, the Regulations Governing the Assessment and Recognition of Mainland China Academic Credentials, or the Regulations Governing the Examination and Recognition of Educational Credentials from Hong Kong and Macao, and who have completed their compulsory military service or have no such obligation.

Graduates of public or registered private junior colleges, colleges of continuing education, or institutions of a higher level, or persons with equivalent academic qualifications recognized under educational laws and regulations, may, upon passing the entrance examination, enter the first year of the two-year bachelor's degree programs of the University.

Article 5

When vacancies are available in the bachelor's degree programs, the University may hold transfer examinations to admit transfer students. However, transfer students shall not be admitted into the first year or the final (graduating) year of study.

The vacancies referred to in the preceding paragraph do not include those arising from the retention of admission qualification or leave of absence. After transfer admissions, the total number of students shall not exceed the originally approved and allocated total number of new students.

The qualifications of transfer students and matters relating to the transfer examination shall be handled by the Admissions Committee of the University, which formulates the admissions guidelines in accordance with the University's admissions regulations and relevant laws. The admissions regulations are stipulated separately and reported to the Ministry of Education for approval.

For students transferring into the second year of the University, the total number of credits waived shall in principle not exceed the total number of credits required in the first year of the department transferred into; for students transferring into the third year, the total number of credits waived shall in principle not exceed the total number of credits required in the first and second years of the department transferred into. From the year of transfer onward, the minimum number of credits to be taken each semester shall not be reduced. The regulations governing credit waivers are stipulated separately and reported to the Ministry of Education for approval.

Article 6

Newly admitted students and transfer students accepted by the University shall come to the University to complete the enrollment procedures within the prescribed period; those who fail to do so shall have their admission qualification revoked. After enrollment, male students subject to military service must apply for deferment of conscription or postponed reserve mobilization in accordance with regulations; failure to complete the application within the prescribed period, thereby affecting the student's own right to education or obstructing military service, shall be handled in accordance with relevant laws and regulations.

Newly admitted students who are unable to enroll on time due to hospitalization for serious illness with a hospital certificate, conscription for military service, or other special circumstances may, before registration,

apply to the University with relevant supporting documents in accordance with University regulations. Upon approval, their admission qualification will be retained for one year, or until the completion of their military service.

Flexible study measures for male students of the bachelor's programs born in or after 2005 (the 94th year of the Republic of China) who are subject to the conscription of standard one-year active military service reinstated from January 1, 2024, are stipulated separately by the University and reported to the Ministry of Education for reference.

Students who are pregnant, have given birth, or are raising children under three years of age and hold supporting documentation may apply to the University for retention of admission qualification before the beginning of registration. The retention period shall be determined according to the student's needs arising from pregnancy, childbirth, or the care of children under three years of age, and shall not exceed three years.

Students applying for retention of admission qualification on account of participation in government programs shall be governed by the following provisions:

1. Participants in the Youth Education and Employment Savings Account Program may apply for retention of admission qualification for up to three years. This provision applies until the end of the 2027 academic year (July 31, 2028).

2. Senior secondary school graduates participating in the Youth Career Navigation Program may apply for retention of admission qualification, or apply for a leave of absence after enrollment, for a period of up to two years. Such period shall not be counted toward the University's prescribed limits on retention of admission qualification or leave of absence.

The implementation details and operational procedures for the preceding paragraph are stipulated separately.

Students of the University may hold dual student status upon application and approval.

Article 7

If any documents submitted by a student for admission are found to be borrowed, fraudulently used, forged, or altered, the student shall, upon verification, be expelled and have his or her student status revoked, and shall not be issued any documents relating to the studies undertaken. If such circumstances are discovered after graduation, the student's degree certificate shall be revoked in accordance with law and the graduation qualification rescinded.

Chapter 2

Payment, Registration, and Course Selection

Article 8

At the beginning of each semester, students of the University shall complete the procedures of payment, registration, and course selection in accordance with the following provisions:

1. Payment and registration: Students shall pay all required fees within the prescribed period and then register with the Office of Academic Affairs; only upon doing so is registration deemed complete. Newly

admitted students must complete the enrollment registration procedures within the prescribed period; those who fail to register on time shall have their admission qualification revoked, except for those approved to retain their admission qualification or to defer registration. Current students who have not completed registration within two weeks (inclusive) after the registration date, except those approved for deferred registration, shall be deemed to have failed to register and shall be placed on a leave of absence for that semester; those who exceed the maximum period of leave of absence shall be withdrawn from the University.

Students who apply for a leave of absence or withdrawal after registration and payment shall be refunded in accordance with the Regulations Regarding the Collection of Tuition and Miscellaneous Fees by Junior Colleges and Institutions of Higher Level and the Regulations Regarding Fees Collected from Students by Junior Colleges and Institutions of Higher Level promulgated by the Ministry of Education.

After the add/drop period of each semester ends, students of the continuing education bachelor's degree program shall pay any outstanding fee differences within the prescribed period. Overdue cases shall be handled as follows:

(1) Payment of outstanding credit fee differences will no longer be accepted. The student must, within the prescribed period, complete the confirmation form for unpaid courses at the Curriculum and Instruction Section to cancel the relevant courses and credits. If the student fails to complete the form, and the unpaid courses and credits can be identified, the Curriculum and Instruction Section will cancel those courses and credits on its own initiative; if they cannot be identified, courses will be cancelled in reverse order from the end of the student's course selection list until the number of courses corresponding to the unpaid credit fees has been reached, and the student may not raise any objection thereto.

(2) If the cancellation of courses and credits gives rise to matters concerning student status, such matters shall be handled in accordance with the relevant provisions of the Academic Policies.

2. Course selection (including preliminary selection and add/drop): Students shall complete course selection with their departments (institutes) within the prescribed period in accordance with the course timetables arranged by the Curriculum and Instruction Section of the Office of Academic Affairs and the following provisions. Students who have not completed course selection by one month (inclusive) after the beginning of the semester shall be placed on a leave of absence.

(1) Course selection shall be handled in accordance with the Directions for Student Course Selection. The Directions for Student Course Selection and the course selection guidelines are stipulated separately.

(2) Undergraduate students shall take no fewer than 15 and no more than 25 credits per semester in the first through third years, and no

fewer than 9 and no more than 25 credits per semester in the fourth year. Students of the continuing education bachelor's degree program shall, in principle, take no more than 25 and no fewer than 9 credits per semester; students in an extended period of study are not subject to the minimum of 9 credits. The duration of study of the post-baccalaureate second expertise bachelor's degree program is one to two years, which may be extended in light of the nature of the program. Students of this program must complete at least 48 credits to graduate, including the credits of the thematic project or thesis course. Credits earned before admission in courses of the same nature in related fields at the bachelor's degree level or above may be waived; however, the number of credits actually taken and earned shall not be fewer than 40.

However, students with outstanding academic performance in a semester (ranked in the top 10% of their class in the preceding semester) may, with the approval of the department chair, add one or two additional courses in the following semester, and may take courses of higher years of study or of other departments.

(3) Each department may, in light of its own conditions, allow students of the continuing education bachelor's degree program to take courses in the day division; the credits taken in the day division per semester shall, in principle, not exceed one-third of the total credits taken by the student in that semester.

(4) Students taking nine credits or fewer in a semester are not subject to the withdrawal provision of Article 21, Subparagraph 2 of the Academic Policies. Credits for physical education, all-out defense education military training, service learning, and other elective courses shall be counted toward the total number of credits taken in that semester.

(5) Courses to be retaken or taken as remedial courses shall be taken as a matter of priority. Courses already taken and passed may not be selected again. Students may not select courses with conflicting schedules; in case of violation, all conflicting courses shall be given a score of zero.

(6) Students may apply to withdraw from selected courses no later than six weeks before the semester examinations, up to a maximum of two courses. After the withdrawal, the total credits taken shall still not fall below the minimum required credits. Withdrawal applications shall be approved by the department chair and forwarded to the Curriculum and Instruction Section for processing.

(7) Students of the University who meet the requirements for inter-collegiate course selection may take courses offered by other universities. The regulations governing inter-collegiate course selection are stipulated separately.

(8) Courses selected by students of the University, whether within the University or through inter-collegiate course selection, may be conducted by distance education; the credits so earned are governed

by the relevant provisions of the Academic Policies. The regulations governing the offering of distance education courses are stipulated separately.

(9) Students of the University with outstanding athletic performance may take courses flexibly in accordance with the University's Implementation Regulations for Flexible Course Taking by Students with Outstanding Athletic Performance.

(10) Students in an extended period of study who select ten or more credits at the University in a given semester shall register and pay the full amount of tuition and miscellaneous fees in the same manner as regular students.

Chapter 3 Excused and Unexcused Absences

Article 9 A student's absence from class with an approved leave request is regarded as an excused absence; absence without cause is regarded as an unexcused absence. The regulations governing student leave are stipulated separately.

Article 10 For students whose personal or sick leave, or maternity leave, arising from pregnancy, childbirth, or the care of children under three years of age has been approved, the course instructor shall not deduct points from their academic grades on account of such absences.

Article 11 A student whose combined excused and unexcused absences in any course reach one-third of the total class hours of that course for the semester shall be barred from taking the semester examination of that course, and the score of that examination shall be recorded as zero. However, where the absences are due to official leave or leave for major injury or illness, the student shall be barred from the examination only when such absences accumulate to one-half of the total class hours. Students whose personal or sick leave, or maternity leave, due to pregnancy, childbirth, or the care of children under three years of age has been approved are not subject to this restriction.

Where the course instructor has separately prescribed standards for barring students from examinations, such standards shall apply, provided that they are no stricter than the standards prescribed by the University. The list of students barred from examinations shall be submitted by the course instructor to the Office of Academic Affairs for consolidated announcement ten days before the semester examinations, or shall be announced by the course instructor.

Chapter 4 Intercollegiate Transfer, Interdepartmental Transfer, Minor, Double Major, and Dual Degree Programs

Article 12 A student of the University who applies to transfer to another university for any reason must obtain the countersigned consent of a parent or guardian. Upon approval and completion of the withdrawal procedures, a certificate of study will be issued; however, no certificate shall be issued to a student whose admission qualification has not been approved. Once the certificate of study has been issued, the student may not request to return to the University to continue his or her studies.

Article 13 The provisions governing student transfer to another department (section or

program) are as follows:

1. Students who have completed one full academic year of study in a department (section or program) of the University may apply, before the beginning of the second academic year, to transfer to the second year of another department (section or program). Those applying before the beginning of the third academic year may transfer to the third year of a department (section or program) of a similar nature, or to the second year of a department (section or program) of a dissimilar nature. Those applying for special reasons before the beginning of the fourth academic year may transfer to the third year of a department (section or program) or minor (program) of a similar nature. Those applying in a higher year of study may, on the basis of the courses and credits already completed, apply to transfer to an appropriate year of a department (section or program) or minor (program) of a similar nature.

(1) A department (section or program) of a similar nature is one in which the transferring student is able, starting from the year of transfer, to complete all required courses and credits within the prescribed duration of study (excluding any extension of study granted on account of poor academic performance); otherwise, the departments (sections or programs) are of a dissimilar nature, and the student shall transfer into a lower year of study. For students transferring into a lower year, the years of overlapping study in the two departments (sections or programs) shall not be counted toward the maximum duration of study of the department (section or program) transferred into.

(2) Students applying to transfer into the third year must be able to have at least 48 credits waived.

(3) Transfers within the University between different divisions or different education systems are not permitted.

2. Students approved to transfer to another department (section or program) shall complete the credit recognition procedure. Required courses of the department (section or program) transferred into for the years preceding the year of transfer that have already been taken and passed in the original department (section or program) may, upon recognition and approval by the chair of the department or program transferred into, be waived. The student must nevertheless complete, within the prescribed duration of study, the courses and credits required by the department (section or program) transferred into in order to graduate.

3. Students applying to transfer to another department (section or program) shall apply to the Registration Section in accordance with the University's regulations governing student transfer between departments, obtain the consent of the chairs of the relevant departments or programs, and submit the application to the Registration Section of the Office of Academic Affairs for preliminary review; the transfer shall be announced upon approval by the Dean of Academic Affairs. An examination may be required where necessary. The regulations governing student transfer between departments are stipulated separately.

Article 14 The provisions governing undergraduate students' pursuit of a minor department, a minor program, or a double major are as follows:

1. From the beginning of the second academic year until the first semester of the fourth academic year, students may, according to their interests, select another department or program offering a minor as their minor department or minor program, or pursue another department or program as a double major.
2. Students approved to pursue a minor department or minor program shall complete at least 20 credits of the professional (core) courses of that minor department or program. Students pursuing a double major shall, in addition to completing all courses and credits required for graduation by their primary department or program, actually complete no fewer than 40 credits of the courses prescribed by the other major department or program (including all required professional (core) course credits). The credits of the other major department or program shall be taken in addition to the minimum graduation credits prescribed by the primary department or program.
3. The regulations governing the pursuit of a minor department, minor program, or double major by students of the University are stipulated separately.

Article 15 To broaden students' horizons, promote international academic exchange, and strengthen exchange and study with students of foreign universities, the University may establish dual degree programs with foreign universities. The implementation regulations for dual degree programs are stipulated separately.

Chapter 5 Leave of Absence, Resumption of Studies, Withdrawal, and Revocation of Student Status

Article 16 The provisions governing student leave of absence are as follows:

1. Students with a serious illness certified by a public hospital, or facing major circumstances with the written consent of a parent or guardian, may apply at one time for a leave of absence of one semester, one academic year, or two academic years. The cumulative leave of absence shall in principle be limited to two academic years. Those who, upon expiration of the leave, are unable to resume their studies in time due to serious illness or similar reasons may, upon special approval by the President of the University, be granted an extension of up to two additional academic years.
2. A student under the preceding subparagraph who is conscripted for military service during the leave of absence shall, with a copy of the conscription order or military service identification, apply to the University for an extension of the leave until the completion of military service; the period of military service shall not be counted toward the cumulative leave of absence. Students who are pregnant or have given birth may apply for a leave of absence with proof of prenatal examination; students raising children under three years of age may also apply for a leave of absence, which shall not exceed two years. Such

leave shall not be counted toward the maximum period of leave of absence.

3. A graduating student who has not completed the required courses and credits and needs to retake or take remedial courses in the second semester of the extended study period may be exempted from registration in the first semester by applying for a leave of absence, and shall not be subject to the two-academic-year cumulative limit on leave of absence. Students who register shall enroll in at least one course.

4. Students applying for a leave of absence shall complete the application procedures with the Registration Section of the Office of Academic Affairs during the period from the beginning of the semester until before the final examinations or graduation examinations. Upon approval by the Dean of Academic Affairs and completion of the leaving procedures, a certificate of leave of absence will be issued.

5. The grades of the semester in which a student takes a leave of absence shall not be counted, and the period of leave shall not be counted toward the duration of study.

Article 17 The provisions governing the resumption of studies are as follows:

1. Students shall complete the resumption procedures with the notice of resumption of studies upon expiration of their leave of absence. Students who took a leave of absence due to serious illness, or whose leave was extended due to military service, must additionally submit a diagnosis certificate from a public hospital or a discharge order, respectively, when applying to resume their studies. Upon approval by the Dean of Academic Affairs, the student shall be placed in the academic year or semester of the original department (institute) that follows consecutively from his or her prior studies.

2. Students who took a leave of absence during a semester or before the final examinations shall, upon resumption, be placed in the academic year or semester in which the leave was taken. If the original department has been restructured or discontinued, the University shall counsel and place the student in an appropriate department.

Article 18 The provisions governing withdrawal, revocation of student status, and appeals are as follows:

1. A student shall be withdrawn from the University under any of the following circumstances, and the University shall notify the student's parent or guardian to complete the withdrawal and leaving procedures:

(1) The student voluntarily applies for withdrawal for personal reasons with the consent of a parent or guardian.

(2) The student fails to resume studies upon expiration of the leave of absence, or, being a current student, fails to register within the prescribed period.

(3) The student receives a failing conduct grade, or commits a serious offense, as resolved by the Student Rewards and Penalties Committee and confirmed by the President of the University.

- (4) The student fails to complete the courses and credits required by his or her department upon expiration of the duration of study.
 - (5) The student, without the University's consent, is simultaneously registered and enrolled at two institutions or holds dual student status.
 - (6) The student is subject to withdrawal under other relevant provisions of the Academic Policies.
2. A student's status shall be revoked under any of the following circumstances:
- (1) The circumstances described in Article 7 of the Academic Policies apply.
 - (2) The student's qualification for admission or transfer is found upon review by the University to be invalid.
 - (3) The student commits a serious offense, as resolved by the Student Rewards and Penalties Committee and confirmed by the President of the University.
3. Students subject to withdrawal who have completed at least one semester of study at the University with recorded grades may apply to the University for a certificate of study. However, students whose status has been revoked under the preceding subparagraph shall not be issued any certificate relating to their academic work, and may not register for any entrance or transfer examinations of the University.
4. Students who disagree with a disposition made under Subparagraph 1 or 2 of this Article may file an appeal with the Student Appeals Review Committee of the University within twenty days from the day following receipt of the written disposition.

The provisions governing student status and grades during the periods of appeal, administrative appeal (petition), and administrative litigation are as follows:

- (1) The filing of an appeal does not suspend the execution of the original disposition before the appeal result is confirmed; however, currently enrolled students (who file appeals in accordance with University regulations) may apply to continue their studies at the University pursuant to the University's Regulations Governing Student Appeals. During the appeal period, all matters of student status shall be handled in the same manner as for currently enrolled students, except that no degree certificate shall be issued.
- (2) If the original disposition is upheld as a result of the appeal, the credits and grades earned during the period of continued study at the University shall not be recognized, and fees shall be refunded in accordance with relevant regulations. The end date of study stated on the certificate of study shall be the date of the original disposition.

Where a new disposition permits a student to resume studies but the student is unable to do so in time due to special circumstances, the University shall assist the student in resuming his or her studies, and the period away from the University before resumption may be retroactively processed as a leave of absence, limited to one semester.

(3) Students who do not obtain remedy through the University's appeal process may file an administrative appeal (petition) and administrative litigation in accordance with law. Where the original disposition is found by the superior competent authority or the administrative court to be clearly unlawful or improper, a new disposition shall be made. Where a new disposition permits a student to resume studies but the student is unable to do so in time due to special circumstances, the University shall assist the student in resuming his or her studies, and the period away from the University before resumption may be retroactively processed as a leave of absence.

Chapter 6 Examinations, Grading, Makeup Examinations, and Course Repetition

Article 19 In addition to the entrance examinations, examinations for students of the University are divided into the following four types:

1. Routine assessments: administered by the instructor at any time.
2. Quizzes: administered by the course instructor during class time.
3. Midterm examinations: held at the middle of each semester within the prescribed period; at least one shall be held per course each semester.
4. Final or graduation examinations: held at the end of each semester within the prescribed period.

The test papers of all entrance examinations of the University and of all examinations taken by students during their studies shall be kept for one year.

Article 20 The grades of undergraduate students are divided into academic grades (including internship) and conduct grades. All grades are calculated on a percentage basis, with 100 as the full score and 60 as the passing score. Except for conduct, physical education, and all-out defense education military training, whose grading methods are stipulated separately, the semester grade of each course shall be calculated by the course instructor on the basis of routine assessments, quizzes, midterm examinations, and final or graduation examinations, entered in the semester grade sheet, and submitted to the Registration Section of the Office of Academic Affairs before the grade submission deadline prescribed by the Office of Academic Affairs. If grades are not submitted before the deadline, the Office of Academic Affairs may notify the course-offering department to assist in urging their submission; if the grades remain unsubmitted after two such urgings, the matter shall be reported to the Academic Affairs Meeting, and the name list shall be forwarded to the Personnel Office for the record, to serve as a reference for service evaluation in matters of the instructor's promotion, evaluation, and contract renewal.

1. The average semester academic grade is calculated as follows:
 - (1) The grade points of a course are obtained by multiplying the number of credits of the course by the grade received for that course.
 - (2) The average semester grade is obtained by dividing the total grade points by the total number of credits.
 - (3) The calculation of the average semester grade includes the grades

of failed courses.

2. The graduation grade is calculated as follows: the sum of all grade points is divided by the total number of credits taken in all semesters (including summer sessions).

3. Academic grades are classified as follows:

Excellent: 90 to 100.

A: 80 to below 90.

B: 70 to below 80.

C: 60 to below 70.

D: below 60.

4. A semester grade below 60 in any course is a failing grade, and no credits shall be given for that course.

5. For any course from which a student has been barred from examination, the final or graduation examination shall be scored as zero.

6. Once submitted to the Registration Section, course grades shall not be altered. Students with questions concerning their grades must submit a written inquiry to the Registration Section within one week of receiving the grade notification. In the case of miscalculation or omission, corrections shall be handled in accordance with the regulations governing instructors' correction or supplementary entry of semester grades, which are stipulated separately.

Article 21 Failing semester academic grades shall be handled in accordance with the following provisions:

1. No makeup examination shall be given for courses failed in a semester; failed required courses shall be retaken.

2. Students whose failed credits in each semester reach two-thirds of the total credits taken in that semester for two consecutive academic years may be withdrawn from the University.

3. Students holding a disability identification, or identified and placed as students with disabilities by the special education student identification and placement committee of a municipal or county (city) government, and students of the post-baccalaureate second expertise bachelor's degree program, are not subject to withdrawal on the basis of academic grades.

Article 22 Students taking a makeup semester examination on account of official leave, sick leave, or examination schedule conflicts shall obtain prior approval from the Office of Academic Affairs and the Office of Student Affairs, respectively. The Curriculum and Instruction Section shall issue a certificate for the student to present to the course instructor, who shall individually administer the makeup examination within the period prescribed in the academic calendar. The makeup examination score shall be combined with the other scores of the course in calculating the semester grade. For a passing makeup examination taken on account of sick leave, 60 shall be taken as the base, and the portion of the score above 60 shall be calculated at fifty percent. For makeup examinations taken on account of official leave or examination

schedule conflicts, the original score shall be given without discount.

For students whose approved absences due to pregnancy, childbirth, or the care of children under three years of age exceed one-third of the total class hours of the semester, the grade of the course concerned may, as needed, be handled flexibly by makeup examination or other remedial measures, and the makeup examination score shall be calculated according to the actual score received.

Chapter 7 Graduation

Article 23 The University adopts an academic year credit system. The duration of study for the bachelor's programs of all departments is four years. Students with outstanding academic performance may apply for early graduation; the implementation regulations for early graduation of students with outstanding academic performance are stipulated separately and reported to the Ministry of Education for reference. Students who have not completed the credits required by their department within the prescribed duration of study may extend their period of study from one semester up to two academic years; those pursuing a double major may extend for one additional semester or one academic year. Students holding a disability identification, or identified and placed as students with disabilities by the special education student identification and placement committee of a municipal or county (city) government, may extend their duration of study by up to four years.

Students may extend their duration of study by up to four years as needed on account of pregnancy, childbirth, or the care of children under three years of age.

Article 24 A graduating student who has not completed the required courses and credits and needs to retake or take remedial courses in the second semester of the extended study period may be exempted from registration in the first semester by applying for a leave of absence. Students who register shall enroll in at least one course.

Article 25 Students who have completed the duration of study and passed all courses and credits required by the bachelor's degree program of their department shall be issued a bachelor's degree certificate by the University. Certificates issued for the post-baccalaureate second expertise bachelor's degree program shall bear the annotation "Post-baccalaureate ○○○ Program".

Book Three: Master's Program

Chapter 1 Admissions

Article 26 Graduates holding a bachelor's degree from a domestic public or registered private university or independent college, or from an overseas university in conformity with the Regulations Governing the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, the Regulations Governing the Assessment and Recognition of Mainland China Academic Credentials, or the Regulations Governing the Examination and Recognition of Educational Credentials from Hong Kong and Macao, or persons who meet the Standards for Recognition of Equivalent Educational

Levels for University Admission prescribed by the Ministry of Education, may be admitted to the master's programs of the University upon passing the master's program entrance examination or through an openly administered graduate screening process. In-service applicants with the requisite years of work experience may, upon passing the University's examination, be admitted to the in-service master's programs of the graduate institutes (departments).

Article 27 Foreign graduate applicants who meet the qualifications prescribed in Article 3 and pass the University's review or screening may be admitted to the master's programs of the University's graduate institutes; in-service applicants with the requisite years of work experience may be admitted to the in-service master's programs of the graduate institutes (departments). Foreign graduate students may not enroll in the current academic year if more than one-third of the semester has elapsed at the time of admission; however, with the consent of the director of the graduate institute concerned, they may register and enroll in the second semester.

Students who are pregnant, have given birth, or are raising children under three years of age and hold supporting documentation may apply to the University for retention of admission qualification before the beginning of registration. The retention period shall be determined according to the student's needs arising from pregnancy, childbirth, or the care of children under three years of age, and shall not exceed three years.

Students of the University may hold dual student status upon application and approval.

Article 28 For the recruitment of master's program students, the University shall form an admissions committee to handle admissions matters in accordance with the principles of impartiality, fairness, and openness. The admissions regulations are stipulated separately and reported to the Ministry of Education for approval.

Chapter 2 Registration and Course Selection

Article 29 At the beginning of each semester, graduate students shall complete the procedures of check-in, payment, registration, and course selection on the prescribed dates:

1. Check-in: Newly admitted students, with their admission notice, and current students, with their student identification cards, shall report to the University in person to complete the check-in procedures, and shall submit for verification their graduation certificates or documents of equivalent educational qualification and other required documents.

2. Payment: Students shall pay all required fees at registration each semester. Students who apply for a leave of absence or withdrawal after registration and payment shall be refunded in accordance with the Regulations Regarding the Collection of Tuition and Miscellaneous Fees by Junior Colleges and Institutions of Higher Level and the Regulations Regarding Fees Collected from Students by Junior Colleges and Institutions of Higher Level promulgated by the Ministry of Education.

3. Registration: Students shall register with the Office of Academic

Affairs within the prescribed period; only upon doing so is registration deemed complete. Students unable to register on time due to illness, special circumstances, or force majeure natural disasters shall apply in accordance with the leave regulations and may defer registration. Newly admitted students must complete the enrollment registration procedures within the prescribed period; those who fail to register on time shall have their admission qualification revoked, except for those approved to retain their admission qualification or to defer registration. Current students who have not completed registration within two weeks (inclusive) after the registration date, except those approved for deferred registration, shall be deemed to have failed to register and shall be placed on a leave of absence for that semester; those who exceed the maximum period of leave of absence shall be withdrawn from the University. After enrollment, male students subject to military service must apply for deferment of conscription or postponed reserve mobilization in accordance with regulations; failure to complete the application within the prescribed period, thereby affecting the student's own right to education or obstructing military service, shall be handled in accordance with relevant laws and regulations.

4. Course selection: After enrollment and registration, graduate students shall, in consultation with the director (chair) of the institute, have their advisor determined and approved, and shall select courses in accordance with the courses prescribed by the respective master's program or in-service master's program. The courses to be taken and the thesis must be approved by the advisor and the institute director. In-service master's programs may, in light of their own conditions, allow students to take one or two courses in the daytime master's program.

Article 30 Course selection (including preliminary selection and add/drop): Students who fail to complete course selection within the prescribed period, and who have not completed course selection by one month (inclusive) after the beginning of the semester, shall be placed on a leave of absence.

Chapter 3 Duration of Study, Credits, Examinations, Grading, and Institute Transfer

Article 31 The duration of study of the master's program is limited to one to four years. In-service graduate students who have not completed the required courses or the thesis within the prescribed duration of study may be granted an extension of one year.

Students may extend their duration of study by up to four years as needed on account of pregnancy, childbirth, or the care of children under three years of age.

Article 32 Graduate students in the master's programs must complete a minimum of 24 credits; each graduate institute may raise this requirement as needed. The above credits do not include the thesis.

The required courses and credits for the master's degree of each graduate institute are prescribed by the respective institute.

Article 33 The grades of master's program students are divided into academic grades

and conduct grades, calculated on a percentage basis with 100 as the full score; the passing score for academic grades is 70. No makeup examination shall be given for courses failed in a semester; failed required courses shall be retaken. The passing score for conduct grades is 70. For undergraduate courses that a student is required by the institute director to take as remedial courses, the passing score is 60, and such grades shall not be counted in the semester grades.

For students whose approved absences due to pregnancy, childbirth, or the care of children under three years of age exceed one-third of the total class hours of the semester, the grade of the course concerned may, as needed, be handled flexibly by makeup examination or other remedial measures, and the makeup examination score shall be calculated according to the actual score received.

The graduation grade of a graduating master's student is the average of the student's average academic grade and the degree examination grade.

The semester grade of each course shall be entered by the course instructor in the semester grade sheet and submitted to the Registration Section of the Office of Academic Affairs before the grade submission deadline prescribed by the Office of Academic Affairs. If grades are not submitted before the deadline, the Office of Academic Affairs may notify the course-offering department to assist in urging their submission; if the grades remain unsubmitted after two such urgings, the matter shall be reported to the Academic Affairs Meeting, and the name list shall be forwarded to the Personnel Office for the record, to serve as a reference for service evaluation in matters of the instructor's promotion, evaluation, and contract renewal.

Once submitted to the Registration Section, course grades shall not be altered. Students with questions concerning their grades must submit a written inquiry to the Registration Section within one week of receiving the grade notification. In the case of miscalculation or omission, corrections shall be handled in accordance with the regulations governing instructors' correction or supplementary entry of semester grades, which are stipulated separately.

Article 34 Graduate students may not transfer to another graduate institute, except under special circumstances with the recognition of the directors of both the original institute and the institute to be transferred into, and with the approval of the President of the University as submitted through the Office of Academic Affairs. Applications for institute transfer may be made only after completion of one full academic year of study, are limited to one time, and, once approved, may not be revoked.

Chapter 4 Leave of Absence, Resumption of Studies, Withdrawal, and Revocation of Student Status

Article 35 The provisions governing student leave of absence are as follows:

1. Students with a serious illness certified by a public hospital, or facing major circumstances with the written consent of a parent or guardian, may apply at one time for a leave of absence of one semester, one academic year, or two academic years. The cumulative leave of absence

shall in principle be limited to two academic years. Those who, upon expiration of the leave, are unable to resume their studies in time due to serious illness or similar reasons may, upon special approval by the President of the University, be granted an extension of up to two additional academic years.

2. A student under the preceding subparagraph who is conscripted for military service during the leave of absence shall, with a copy of the conscription order or military service identification, apply to the University for an extension of the leave until the completion of military service; the period of military service shall not be counted toward the cumulative leave of absence. Students who are pregnant or have given birth may apply for a leave of absence with proof of prenatal examination; students raising children under three years of age may also apply for a leave of absence, which shall not exceed two years. Such leave shall not be counted toward the maximum period of leave of absence.

3. Students applying for a leave of absence shall complete the application procedures with the Registration Section of the Office of Academic Affairs during the period from the beginning of the semester until before the final examinations. Upon approval by the Dean of Academic Affairs and completion of the leaving procedures, a certificate of leave of absence will be issued.

4. The grades of the semester in which a student takes a leave of absence shall not be counted, and the period of leave shall not be counted toward the duration of study.

Article 36 The provisions governing the resumption of studies are as follows:

1. Students shall complete the resumption procedures with the notice of resumption of studies upon expiration of their leave of absence. Students who took a leave of absence due to serious illness, or whose leave was extended due to military service, must additionally submit a diagnosis certificate from a public hospital or a discharge order, respectively, when applying to resume their studies. Upon approval by the Dean of Academic Affairs, the student shall be placed in the academic year or semester of the original department (institute) that follows consecutively from his or her prior studies.

2. Students who took a leave of absence during a semester or before the semester examinations shall, upon resumption, be placed in the academic year or semester in which the leave was taken.

Article 37 The provisions governing withdrawal, revocation of student status, and appeals are as follows:

1. A graduate student shall be withdrawn from the University under any of the following circumstances:

(1) Failing to complete the required courses and credits upon expiration of the duration of study prescribed in Article 31.

(2) Failing the degree examination and not qualifying for a re-examination; or, where qualified for a re-examination, failing the re-

examination.

(3) Being absent without cause from all course examinations in a semester, or receiving a grade of zero in all courses in a semester.

(4) Voluntarily applying for withdrawal for personal reasons with the consent of a parent or guardian.

(5) Failing to resume studies upon expiration of the leave of absence.

(6) Being subject to withdrawal under other relevant provisions of the Academic Policies.

2. If any documents submitted by a graduate student for admission are found to be borrowed, fraudulently used, forged, or altered, the student shall, upon verification, have his or her student status revoked, and shall not be issued any documents relating to the studies undertaken. If such circumstances are discovered after graduation, the student's degree certificate shall be revoked in accordance with law and the graduation qualification rescinded.

3. Matters concerning the revocation of student status and appeals for graduate students shall be handled in accordance with Subparagraphs 2, 3, and 4 of Article 18 of the Academic Policies.

Article 38 Graduate students who violate University regulations or engage in other unlawful or improper conduct during their studies may, depending on the severity of the circumstances, be withdrawn from the University or given other appropriate sanctions in accordance with the University's regulations governing student rewards and penalties.

Chapter 5 Graduation and Degree Conferral

Article 39 Graduate students who meet all of the following requirements shall be permitted to graduate:

1. Having completed the required courses and credits within the prescribed duration of study and passed the degree examination. The regulations governing degree examinations are jointly formulated by the graduate institutes, approved by the Academic Affairs Meeting, and reported to the Ministry of Education for reference.

2. Having received passing conduct grades in every semester.

Article 40 Graduate students who meet the requirements of the preceding Article shall be issued a master's degree certificate by the University and conferred the master's degree. Students shall complete the leaving procedures before graduation.

Book Four: Student Status Management

Article 41 The names and dates of birth of newly admitted students shall be based on those recorded on their national identification cards (or, in the case of international students, the applicable personal identification documents). Where the information recorded on the admission qualification documents is inconsistent with the identification card, it shall be corrected immediately.

Article 42 Currently enrolled students, graduates, and former students applying to change their name or date of birth shall submit the documents issued by the household registration authority to the Office of Academic Affairs for processing. The degree (graduation) certificates of graduates shall be annotated by the University and affixed with the University seal.

Book Five: Supplementary Provisions

Article 43 Where students are unable to pursue their studies normally due to a sudden major disaster, the University may, in accordance with the Ministry of Education's Directions for Safeguarding the Right to Education of Students of Junior Colleges and Institutions of Higher Level Affected by Sudden Major Disasters, apply flexible study mechanisms leniently on a case-by-case basis (such as retention of admission qualification, inter-collegiate course selection at nearby institutions, credit waivers, grading and assessment, attendance and leave, and extension of leave of absence and duration of study), subject to approval by the relevant academic affairs meetings of the University.

The major disasters referred to in the preceding paragraph shall be determined by the competent education authority.

Article 44 Any matters not provided for in the Academic Policies shall be handled in accordance with the relevant laws and regulations of the Ministry of Education and the relevant regulations of the University.

Article 45 The Academic Policies shall be promulgated and implemented upon approval by the Academic Affairs Meeting and the University Affairs Meeting, and reported to the Ministry of Education for reference; the same shall apply to any amendments.

(In case of any discrepancy between the two versions, the Chinese version shall prevail.)

History of Amendments

Date	Meeting / Authority & Official Letter No.	Action
Sep 14, 2015	Administration Meeting of the 2015 Academic Year	Formulated
Sep 22, 2015	University Affairs Meeting of the 2015 Academic Year	Formulated
Dec 20, 2017	2nd Academic Affairs Meeting of the 2017 Academic Year	Amended and Approved
Jan 10, 2018	University Affairs Meeting (1st Semester, 2017 Academic Year)	Amended and Approved
Jun 06, 2018	2nd Academic Affairs Meeting (2nd Semester, 2017 Academic Year)	Amended
Jun 27, 2018	2nd University Affairs Meeting (2nd Semester, 2017 Academic Year)	Amended
Aug 23, 2018	Ministry of Education (Letter Tai-Jiao-Gao-Er-Zi No. 1070116566)	Filed for reference

Jun 29, 2020	2nd University Affairs Meeting (2nd Semester, 2019 Academic Year)	Amended
Nov 18, 2020	3rd University Affairs Meeting (1st Semester, 2020 Academic Year)	Amended
Jan 20, 2021	4th University Affairs Meeting (1st Semester, 2020 Academic Year)	Amended
Jul 14, 2021	3rd University Affairs Meeting (2nd Semester, 2020 Academic Year)	Amended
Aug 10, 2021	Ministry of Education (Letter Tai-Jiao-Gao-Er-Zi No. 1100100479)	Filed for reference
Apr 27, 2022	2nd University Affairs Meeting (2nd Semester, 2021 Academic Year)	Amended
May 25, 2022	Ministry of Education (Letter Tai-Jiao-Gao-Er-Zi No. 1110049443)	Filed for reference
Jun 16, 2022	6th Academic Affairs Meeting (2nd Semester, 2021 Academic Year)	Deliberated
Jul 27, 2022	4th Extraordinary University Affairs Meeting (1st Semester, 2022 Academic Year)	Amended
Mar 22, 2023	1st Academic Affairs Meeting (2nd Semester, 2022 Academic Year)	Amended
Jun 14, 2023	2nd University Affairs Meeting (2nd Semester, 2022 Academic Year)	Amended
Jan 17, 2024	4th Academic Affairs Meeting (1st Semester, 2023 Academic Year)	Amended
Feb 29, 2024	Ministry of Education (Letter Tai-Jiao-Gao-Er-Zi No. 1130017552)	Filed for reference
Mar 27, 2024	1st Academic Affairs Meeting (2nd Semester, 2023 Academic Year)	Amended
Jun 05, 2024	1st University Affairs Meeting (2nd Semester, 2023 Academic Year)	Amended
Jun 27, 2024	Ministry of Education (Letter Tai-Jiao-Gao-Er-Zi No. 1130063398)	Filed for reference
Mar 11, 2026	1st Academic Affairs Meeting (1st Semester, 2025 Academic Year)	Amended
Mar 25, 2026	1st University Affairs Meeting (1st Semester, 2025 Academic Year)	Amended
Apr 20, 2026	Ministry of Education (Letter Tai-Jiao-Gao-Er-Zi No. 1150038708)	Filed for reference