

Yuan Ze University Study Regulations

Amended by the 1nd School Council Meeting of the 2015 School Year, on November 4, 2015

Approved for future reference by Ministry of Education in Letter Tai-Kao-2-Tzu No. 1040177967, on

December 24, 2015

Part 1—General Principles

1. These regulations are provided pursuant to the University Act and its Enforcement Rules as well as the Degree Conferral Law established by the Ministry of Education in order to meet the actual needs of Yuan Ze University (hereafter the university). Matters related to admission, minor study in the university or other universities, double major, program taken, interuniversity course selection, reservation of admission qualification, university transfer, suspension of the university, withdrawal, disciplinary dismissal, grade assessment, change of major, change of program, credit exemption and summer session course, adoption and recognition of foreign academic credentials (including Mainland China), treatment of student enrollment status relating to military service and overseas study (including Mainland China), dual enrollment, and other affairs relating to student status are subject to these Regulations. Program rules under these Regulations are applicable only to degree programs.

Part 2—Bachelor's Degree for all Departments (Colleges and Programs)

Chapter 1 Admissions

2. The university shall recruit first-year students for all departments (colleges and programs) and second/ third-year transfer students (with limited vacancies) through open recruitment processes before the beginning of every academic year. Student recruitment regulations shall be established separately.
3. Candidates who have graduated from public or accredited private high schools or from institutions of the same level or who possess equivalent education qualification and have been accepted by the university's open recruitment process may be admitted into the Bachelor's first-year class of the university.
4. Deleted
5. Newly admitted students and transfer students shall report to the university and complete their enrollment on the date of registration. Students who fail to finish the registration process during the allotted period shall be disqualified from enrollment status
6. Newly admitted students who fail to complete the enrollment process for reasons of serious illness or other special reasons shall apply for reservation of admission qualification before the deadline of registration with written applications and submission of relevant documents approved by the university. Reservation of admission qualification is for a maximum of one year (except for the military service) and no fees will be charged during this period.
7. Newly admitted students and transfer students shall take the university's health checkup as well as complete and submit relevant documents such as the form of student status and basic information and so on.

8. Newly admitted students or transfer students shall submit relevant education certificates while reporting to the university. Students who fail to do so shall be revoked of admission qualifications, except for those who have been approved for a delayed submission of education certificates with acceptable reasons.
9. If the documents presented by a newly admitted student or transfer student are found to be counterfeited, impersonated or tempered, the student shall be disqualified for admission and no academic record shall be issued; the parents or the legal guardian shall be notified of the situation. If the situation is discovered after the student has graduated, the diploma must be returned upon request and the qualification for graduation shall be revoked in a public announcement.

Chapter 2 Fees, Registration and Course Selection

10. Students shall clear all kinds of payment as specified on the registration notification in time before the beginning of every semester.
Undergraduate students applying for an extended term of study must pay either the credit fee or full tuition and fees: credit fee only for courses under 9 credits (except credits for the teacher education program) but full tuition and fees for courses of 10 or more credits.
Students applying for withdrawal or suspension of the university after the payment of registration fees may apply for a refund in accordance with Article 15 of "Procedures for College and University Tuition and Miscellaneous Fees Collection" established by the Ministry of Education.
11. Students shall complete the registration process before the semester begins as prescribed in Article 6. Newly admitted students who fail to do so during the allotted period shall be disqualified from enrollment status, except for those who have been granted a delayed registration privilege for the reservation status; other students who fail to do so during the allotted period shall be ordered to withdraw from the university, except for those who have been approved for suspension or who have made a written request for a leave and have been granted a delayed registration privilege. The period of a delayed registration is up to two weeks, except for the cases under extraordinary circumstances whereby an extension may be prolonged.
12. Students shall select courses according to relevant rules. The university may open summer session courses to meet its instructional needs and may allow students to select courses from other universities to make full use of instructional resources for interschool cooperation. Rules for summer session courses and interuniversity course selections shall be established separately. These rules shall be implemented after being approved by the Academic Affairs Meeting, and reported to the Ministry of Education for future reference.
13. Undergraduate students of all departments shall not take less than 16 credits or more than 25 credits of courses each semester from their 1st to 3rd academic years and shall not take less than 9 credits or more than 25 credits of courses in their 4th academic year. However, under special circumstances, the minimal credit requirement can be lowered with the consent of the department/college/program chairperson. Students with an average score of 80 or more during the semester may take additional courses for not more than 6 credits in the following semester with the approval of the department/college/program chairperson. Students taking credit programs, a minor or double major may take additional courses for not more than 6 credits with the approval of the department/college/program

chairperson. Students taking the teacher education program may take additional one or two core courses of the program with the approval of the department/college/program chairperson.

Students may take the same course they have already passed for once only. The score and credit will be calculated separately, but only counted once in the required credits for graduation.

14. All adding or dropping of courses must be completed within the stipulated deadline announced by the university. No requests for adding or dropping of courses shall be processed after the deadline.
15. Students may not select courses with conflicting time schedules; those found to do so shall drop one of the courses, otherwise the scores of the courses will be considered as zero.

Chapter 3 Examinations, Course Credits and Grades

16. There are three types of examinations at the university in addition to the entrance examination and transfer examination.
 - 16.1 In-class examination: to be held by teachers at anytime in the class.
 - 16.2 Mid-term examination: to be held by teachers in the middle of a semester.
 - 16.3 Final examination: to be held at the end of the semester within the designated time period.
17. Assessment
 - 17.1 The 100-mark scale is applied to assess the academic performance of students; i.e. 100 is the full score. A passing grade for undergraduate students of all departments is 60 and that for MA and Ph.D. students is 70. The grade scale or pass/fail will be adopted to assess the academic performance of students where applicable.

The cross reference of grade scale, 100-mark scale and GPA is as follows:

Grade	100-mark scale equivalent	GPA
A	80 or higher	4
B	Over 70 but under 80	3
C	Over 60 but under 70	2
D	Over 50 but under 60	1
E	Under 50	0

- 17.2 Types of students' academic results:
 - 17.2.1 Semester grade average: divide the sum of the integrated scores (excluding summer courses) by the total number of credits taken during the semester.
 - 17.2.2 Academic year grade average: divide the sum of the integrated scores (excluding summer courses) by the total number of credits taken during the academic year.
 - 17.2.3 Over-the-year grade average: divide the sum of the integrated scores (excluding summer courses) by the total number of credits taken over the years.
 - 17.2.4 Graduation grade of bachelor's degree: divide the sum of the integrated scores (including summer courses) by the total number of credits taken of all semesters.

17.2.5 Graduation grade of master's and doctoral degree: divide the sum of the integrated scores (including summer courses) by the total number of credits taken of all semesters, and then average with the grades of degree examinations.

17.3 GPA calculation for graduation grades: GPA is calculated by dividing the total amount of grade points earned by the total number of credits taken.

18. No correction of student academic results is allowed after academic results are handed out to the Registration Section by instructors. Students who have doubts about their academic results may make a written request for enquiries to the Registration Section within one semester from receiving the transcript. In a request for correction of academic results, the course instructor must complete a Academic Result Correction Request Form and submit relevant evidence to be approved by the chairperson of the student's department/college/program, the chairperson of department/college/program giving the course, and the dean of college giving the course (director of the General Education Center for general education courses) before submitting to the Office of Academic Affairs for approval. All requests for correction of academic results must be approved by the Dean of Academic Affairs. However, cases involving correction of academic results for unknown reasons, with controversies, for students in their last year of study, or relating to student dismissal must be discussed at the Academic Affairs Meeting before a decision is made.
19. A student who is found cheating in any examinations shall be punished pursuant to relevant school rules and the grade of that exam and the course shall be zero.
20. Students who fail to achieve passing grades for the semester are not eligible to retake the examination and shall retake the compulsory courses. All make-up exams must be completed before the end of the semester. There is a one-time only restriction. Once passed the deadline, no make up exams can be taken.
21. Students who fail a first-semester course of two-semester courses with a score of 40 or higher can still continue taking the course in the second semester. The second-semester grade will be recognized if students earn a passing grade; students who fail the first-semester course shall retake that course and earn a passing grade.
22. Students who are unable to take the final examination due to severe illness or the death of a family member must submit relevant documents and apply for a leave of absence in accordance with the university's regulations. The make-up exam shall be given after being approved by the course instructor.
23. The university is under the term of study system and credit hours system. The term of study for all departments is four years and can be extended for no more than two years. The minimum requirement for graduation is 128 credit hours, and students must complete all required (compulsory) courses of their major before the graduation.

Students who have completed the required credits for graduation of all departments/colleges/programs but have not completed the credits required by the credit program, minor, double major or teacher education program may apply for an extended study. Students who take the credit program, minor, or teacher education program may apply for an extended study for not more than two years. Students of double major may apply for an extended study for not more than three years. The period of extended study will be included in the term of study mentioned at the beginning of this article. Under one of the following circumstances, students may apply for an extended study for four years:

1. A student who has documentation proving a disability.
 2. A student who is classified by a county, municipal or central government department as a student with special needs, or is identified by a student counseling committee as a disabled student.
 3. A student who is pregnant or raising a child under the age of three years old with the relevant documentation.
24. The period of study is three years for transfer students enrolled to the second year of the university. This may be extended for a term of two years and students must complete at least 88 credits. The period of study is two years for transfer students enrolled to the third year of the university. This may be extended for a term of two years and students must complete at least 50 credits. Students may apply for a credit exemption according to the university's Credit Exemption Regulations which shall be established separately. These regulations shall be implemented after being approved by the School Council Meeting, and reported to the Ministry of Education for future reference.
25. All of the university's courses are calculated in credit hours. Each course must not be less than 18 weeks every semester. A course that is taught for 1 hour per week per semester is counted as one credit. Practical training or laboratory courses shall be taught two to four hours per week for each credit.

Chapter 4 Absence, Truancy and Leave

26. Students who have been granted an approval for leave will be regarded as absence. Any absence other than those for which leave or approval for leave has been granted will be regarded as truancy. Rules for handling absence and truancy are as follows.
- 26.1 Truancy for one hour is considered as absence for two hours. Students with sixty hours of truancy shall be ordered to withdraw from the university.
 - 26.2 If the number of hours of leave of absence in the course of a semester is one-third of the total class hours, the teacher may notify the Office of Academic Affairs to disqualify the student from taking the final examination and the grade of that particular course will be considered zero.
 - 26.3 If the number of hours of leave of absence of a semester is one-third of the total hours of taken courses, the student shall be ordered to apply for suspension.
27. Students who fail to attend classes due to particular reasons shall apply for a leave in accordance with the rules for leaves of the university which shall be established separately.

Chapter 5 Minor, Change of Major, Double Major, and Double Degree

28. Students of all departments/colleges/programs may apply for a minor from other departments/colleges/programs of the university or other universities beginning from their second year of study with the approval of the university.
29. Students of all departments/colleges/programs with excellent academic performance may apply for a double major from other departments/colleges/programs of the university or other universities whose

curriculum differs from their original departments with the approval of the university.

30. Regulations relating to students taking minors or double majors shall be established separately. These regulations shall be implemented after being approved by the Academic Affairs Meeting, and reported to the Ministry of Education for future reference.
31. Deleted
32. Students who are not interested in the department/college/program to which they are enrolled may apply for a change of major. Regulations relating to change of major shall be established separately. These regulations shall be implemented after being approved by the Academic Affairs Meeting, and reported to the Ministry of Education for future reference.
33. Students may take double degree at the University and a domestic or foreign university at the same time with the university's approval. Regulations relating to students taking double degree shall be established separately. These regulations shall be implemented after being approved by the School Council Meeting and then shall be reported to the Ministry of Education for future reference.
34. Deleted
35. Deleted

Chapter 6 Suspension, Reinstatement, Transfer and Withdrawal

36. Students under one of the following conditions must apply for suspension from schooling:
 - 36.1 The student's leave of absence record has reached one-third of the semester's total class hours.
 - 36.2 Students suffering from severe diseases which need illness control and prevention.
 - 36.3 Registered students whose total selected credit hours are less than the minimum number required without getting the approval from the department/institute/program chairperson.
37. Students may apply for suspension from the university due to personal reasons. The school may approve the length of suspension for one semester or one academic year and it can be extended for one more year. Students who have not reinstated after the period of suspension expires will be considered as withdrawal. Students suffering from serious illness and are unable to return to the university after the end of a two-year suspension may apply for an extension for a term of one year. Applications for suspension during the semester shall be submitted before the first day of final examination; late applications will not be accepted. Students taking military service while on voluntary suspension must submit the photocopy of the order of recruitment to apply for an extended suspension from the university. They may apply for reinstatement to the university with a certificate of discharge upon completion of military service.

For students who apply for voluntary suspension due to military service or pregnancy, the duration of leave is excluded from the time limit mentioned above.

For students who have existing grades of the semester when suspension was granted, these grades shall be null and the duration of leave is excluded from the term of study.

Regulations relating to reservation of admission qualification and verification of application for suspension shall be established separately and these regulations shall be implemented after being approved by the Academic Affairs Meeting.

38. Deleted
39. Students taking an extended study must apply for suspension from the university when they plan to take their military service earlier. Failure to do so will be considered as failure in registration.
40. Students who are found to be in one of the following conditions shall be ordered to withdraw from schooling:
 - 40.1 Students who fail to complete the registration process without an acceptable excuse according to Article 11 and fail to obtain an approval for suspension during the allotted period.
 - 40.2 Newly admitted or transfer students who are found unqualified for admission or transfer after the verification.
 - 40.3 Students who break the university's rules and thus shall be ordered to withdraw from schooling.
 - 40.4 Students who have unsatisfactory conduct records.
 - 40.5 Students who have failed to complete the required courses or credit units for graduation of the department/institute/program to which they enroll after two years of extended study (varied rules for the graduate school).
 - 40.6 Students who have not reinstated after the period of suspension from schooling expires or who have not applied for an extension of suspension.
 - 40.7 For students who enrolled to the university's bachelor degree after the academic year of 2001, those who have failed over half of all courses (in terms of credits) taken continuously for two semesters shall be ordered to withdraw from schooling. Overseas Chinese students, foreign students, overseas Mongolian and Tibetan students, aboriginal students, dependents of ROC diplomatic officers working overseas, and sports-talented students recognized by the Ministry of Education who have failed over two-third of all courses (in terms of credits) taken continuously for two semesters shall be ordered to withdraw from schooling. A suspension between two semesters will not constitute an interruption to the meaning of "continuously for two semesters" above. Students in an extended study taking less than 9 credits or students who have documentation proving a disability are not subject to the above rules.

Students who are found to be in one of the following conditions shall be given a disciplinary dismissal:

Students enrolled to the university with borrowed, impersonated, counterfeited, or tempered academic certificates.

Students are found cheating in the entrance examination or convicted of imprisonment.

Students break the university's rules and thus shall be given a disciplinary dismissal.

The university shall notify the student or his/her guardian to complete the withdrawal procedures during the allotted period when he/she is ordered to withdraw from schooling or given a disciplinary dismissal.

41. Students whose suspension from schooling period has ended must complete the reinstatement procedure prior to the registration of each semester. Reinstated students must continue their studies in the same department as they were before and in the corresponding subsequent year. Students who applied for suspension from

schooling in the middle of the semester must continue in the original year level when they left. Continuing the studies beginning from the middle of the semester must not be allowed. Students may apply for another department/institute/college/program with the approval of the Dean of Academic Affairs when the department/institute/college/program to which they enrolled before the suspension has been modified or suspended.

42. Students must not request for a make-up exam upon the time of reinstatement if they are approved for suspension prior to the end of the semester.
43. Students who apply voluntarily for transfer, withdrawal or students who have been ordered to withdraw from schooling shall be granted a certificate of study if the students have already completed one semester of study and have existing grades. No certificate of any kind regarding academic standing will be issued in one of the following conditions:
 - 43.1 Students who are ordered to withdraw from schooling due to unqualified admission or transfer.
 - 43.2 Students who are given a disciplinary dismissal.
44. Students who apply voluntarily for withdrawal must have the permission of the parents or the legal guardian with a written consent (not for students aged 25 or older) and must complete the withdrawal procedures. They can apply for a certificate of study only when the application is approved by the Dean of Academic Affairs. Dismissed students after studying for one or more years can return to the university after passing the examination for transfer students, depending on their qualifications, except for those who have received failing conduct grades.

A student who is ordered to withdraw from schooling or is given a disciplinary dismissal according to relevant rules can bring forth an appeal according to the university's procedures of the student appeal system. Before the outcome is determined, the original decision or disciplinary action will not be terminated because of the appeal but the student will still be allowed to study at the university.

Students sought no relief from the disciplinary action through the in-school complaint system in the foregoing item may further bring forth a plea and administrative lawsuit according to the law. Other disciplinary actions will be taken when the previous action is found illegal or improper according to the decisions of the superior competent authorities or the verdict of the executive court.

In the event that the disciplinary action will be withdrawn and other action is to be taken as mentioned above, a department/institute/college/program and the Office of Academic Affairs shall give reinstatement counseling to the student who cannot be reinstated in time due to special circumstances. They shall retain the studentship of military draftees who are unable to return to school as a result of recruitment and provide priority reinstatement counseling to students after they have completed the military service. The students have to submit the applications of suspension for the relevant period before reinstatement.

The date of study as appeared in the certificate of study will be the original date of disciplinary action when the results of appeal, plea and administrative lawsuit remain unchanged. However, a certificate will be issued for the credits they have completed during the appeal period.

Students who have completed the term of study, all required courses and credit hours for graduation of a department/college/program (including one semester of military training and three years of physical education) as well as having satisfactory conduct record for all semesters, the university will award a diploma to them and confer upon them the bachelor's degree. Students from foreign countries, Hong Kong, and Macao whose graduating year is equivalent to the second grade of domestic senior high schools and whose graduating schools are comparable in level and nature to domestic senior high schools are considered as having a level of education adequate for university bachelor's programs as new students, must take an additional twelve course credits for graduation and the exact numbers of required credits within the ranges listed above are determined by the respective departments.

For students having completed the term of study and passed all required courses, if he or she is under investigation for being involved in sexual assault, sexual harassment and sexual bullying on campus, the issuing of diploma shall be suspended.

45. Students who have distinguished academic performances and meet relevant requirements may apply for an advanced graduation. Regulations relating to advanced graduation shall be established separately. These regulations shall be implemented after being approved by the Academic Affairs Meeting, and reported to the Ministry of Education for future reference.
46. Students who have completed the required credits of a department/college/program one year or one semester prior to the end of the period of study but are not qualified for an advanced graduation must complete the registration during the year or semester. The required number of credits they must complete is determined by the department/college/program chairperson pursuant to Article 13.

Part 3-Graduate studies

Chapter 1 Admission

47. Students who have graduated with a Bachelor's degree from a domestic accredited university or from an independent institution that meets the criteria for overseas university (including Mainland China) or independent institution set by the Ministry of Education; or students who have the equivalent education qualification; may enroll to the first year of the master's program of the university after being accepted according to statutory procedures.

Students who have graduated with a Master's degree from a domestic accredited university or from an independent institution that meets the criteria for overseas university (including Mainland China) or independent institution set by the Ministry of Education; or students who have equivalent education qualification; may enroll to the first year of the doctoral program of the university after being accepted according to statutory procedures. However, potential undergraduate students who have just completed their undergraduate study or potential graduate students studying the master's program may directly apply for the doctoral program, provided they must have excellent performance in their present study. Regulations relating to direct status change to doctoral program shall be

established separately and these regulations shall be implemented after being approved by the School Council Meeting.

Other items relating to the admission of graduate students are subject to Articles 6-9 of these Regulations.

Chapter 2 Fees, Registration and Course Selection

48. Graduate students must pay the tuition and fees according to Articles 10 and 11 of these Regulations.
49. Graduate students may select courses according to Articles 12-15 of these Regulations and the rules of individual departments, institutes, colleges and programs.
50. The required credits for graduate programs of each semester are subject to the decision of individual departments, institutes, colleges and programs.

Chapter 3 Period of Study, Course Credits and Grades

51. The period of study for full-time students enrolling to the master's program and doctoral program is 1 to 4 years and 2-7 years respectively. Part-time students who are unable to complete the courses or finish their theses or dissertations within the said periods of study may apply for an extended study of not more than 2 years. The status of part-time student is subject to the status of students during the admission, provided that the students must have been enrolled to either program in academic year 1997 and are still studying their programs and new students enrolled to either program as from the first semester of academic year 1998. A student who is pregnant or raising a child under the age of three years old may apply for an extended study of not more than 2 years.

52. Graduate students enrolling to the master's program must complete at least 24 credits of courses/modules, excluding the credits for the thesis.

Graduate students enrolling to the doctoral program must complete at least 18 credits and graduate students enrolling to the doctoral program through status change must complete at least 30 credits of courses/modules (including a maximum of 12 credits they have completed in the master's program), excluding the credits for the dissertation. An increase of the required credits for graduation must be determined at relevant department, institute, college and program meetings and implemented after being approved by the Academic Affairs Meeting.

53. The variety of academic results of graduate students and their calculation are subject to Article 17 of these Regulations, provided that 70 marks or a C is the passing grade.

Grades of academic results:

A: 85 marks or higher

B: 75-84 marks

C: 70-74 marks

F: 70 marks or below.

The academic results of graduate students taking foundational courses of the undergraduate programs will be expressed in Pass or Fail, and the credit points of such courses/modules will not be considered in their academic results.

Other items relating to the academic results of graduate students are subject to Articles 18-20 of these Regulations.

54. Rules for assessing the conduct record of graduate students are specified in the Student Affairs Regulations.
55. Degree Examination for graduate students shall be implemented in accordance with the university's master's and Ph.D. degree examination regulations, the stipulations of which are established separately and are approved by the Academic Affairs Meeting before being filed for reference with the Ministry of Education.

Chapter 4 Suspension, Reinstatement and Withdrawal

56. The reservation of admission qualification, suspension from schooling, reinstatement and punishment for violation of school rules of graduate students are subject to Part 2 of these Regulations, but not applicable to Subparagraph 7 of Paragraph 1 of Article 40.
57. Graduate students who have completed years of study but have not completed all the required courses or credits, or who have not passed the degree examination specified in the university's rules for degree examination shall be ordered to withdraw from the university.

Chapter 5 Double Degree

58. Graduate students may take double degree at the University and a domestic or foreign university at the same time with the university's approval according to Article 33 of these Regulations.

Chapter 6 Graduation and Degree

59. Graduate students who have completed all required courses and credits, have passed the degree examination specified in the university's rules for degree examination, and have satisfactory conduct record for all semesters are allowed to graduate and awarded a diploma. For students having completed the term of study and passed all required courses, if he or she is under investigation for being involved in sexual assault, sexual harassment and sexual bullying on campus, the issuing of diploma shall be suspended.

Part 4—Studentship Management

60. The name, native place and date of birth of students stated in the academic profile shall be based on the information stated in the ROC Citizen Identity Card (or passport). Any mismatch of information in the admission documentation with the ROC Citizen Identity Card shall be corrected immediately.
61. Any information regarding student's corresponding college, department, institute, year level, academic record and student's records pertaining to registration, suspension from schooling, reinstatement, change of major, withdrawal and transfer are kept in the database of Registration Section of Office of Academic Affairs which is the official source of records. in every academic year.
The management of study and studentship of students who go to overseas universities is subject to Yuan Ze University Regulations for Study and Studentship Management of Students Going Abroad or to Mainland China. These regulations shall be implemented after being approved by the School Council Meeting and then shall be reported to the Ministry of Education for future reference.

62. Currently enrolled students or graduated (alumni) students who wish to request change of name, native place or date of birth must provide the Household Registration issued by the Household Registry to apply for an update to the Office of Academic Affairs.

Part 5- Supplementary Provisions

63. All application procedures and paperwork referred to in these Regulations may be supplemented separately by the university.
64. Matters not covered herein shall be conducted in accordance with other Educational regulations or pertinent regulations of this university.
 - 64-1. Students recognized by the educational authority for suffering difficulty in their schooling as a result of a disaster are exempt for the following regulations: Article 5, Article 6, Article 10, Article 13, Paragraph 2 and 3 of Article 26-1, Paragraph 1 of Article 36-1, Article 37, Paragraph 5 and 7 of Article 40-1, Article 49, Article 52, Article 57, Article 58. Such regulations shall be formulated separately and adopted by Academic Affairs Meeting before being implemented.
 - 64-2. Regulations regarding students working as part-time research or teaching assistant with the primary purpose to help course learning or service learning shall be formulated separately and adopted by Administrative Committee before being implemented. These regulations shall be applicable to such students who may make an appeal, file a claim or other way of petitioning to protect their rights.
65. These Study Regulations and their amendments are effective on the day of proclamation, after being approved by and filed with the Ministry of Education.