

National Changhua University of Education Academic Regulations

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Chapter I. General Provisions

- Article 1 These regulations were established according to the University Act, Enforcement Rules of the University Act, Degree Conferral Law, Enforcement Rules of the Degree Conferral Law, Teacher Education Act, and related education regulations.

Article 2 Unless otherwise specified in education regulations, the enrollment, registration, payment, course selection, term of study, credits, examination results, absenteeism, point deduction, transfers to other institutions, transfers to other departments and divisions, minors and double majors, suspension of study, resumption of study and withdrawal, expulsion, military service, going abroad, graduation, complaints, and other related matters of NCUE students shall be processed in accordance with the Academic Regulations.

Unless otherwise specified in regulations, the enrollment of students of the College of Extension Education shall be processed in accordance with the NCUE "College of Extension Education Program Guidelines".

The rights and obligations of students from foreign countries and Mainland China in the duration of their studies shall be governed by the provisions in the Academic Regulations as well as the Regulations Regarding International Students Undertaking Studies in Taiwan of NCUE, Regulations Governing the Enrollment of People from the Mainland Area in Taiwanese Colleges and Above, and related regulations.

Chapter II. Enrollment

Article 3 The students of NCUE can be divided into three categories based on the programs of their enrollment. They include students in undergraduate programs, graduate students in master's programs, and graduate students in PhD programs. The recruitment of new students shall be processed in accordance with the University Act, Enforcement Rules of the University Act, recruitment regulations of NCUE, and related regulations.

Overseas Chinese students and Hong Kong and Macau students may be enrolled based on allocation or application in accordance with the "Regulations on the Recruitment of Overseas Chinese Students and Hong Kong and Macau Students" and related regulations established by the Ministry of Education.

Foreign students may apply for enrollment in accordance with the "Regulations Regarding International Students Undertaking Studies in Taiwan" of NCUE. The "Regulations Regarding International Students Undertaking Studies in Taiwan" of NCUE shall be established separately and reported to the Ministry of Education for approval.

Students from Mainland China may apply for enrollment in accordance with the "Regulations Governing the Enrollment of People from the Mainland Area in Taiwanese Colleges and Above" and related regulations of the Ministry of Education.

Master's and PhD programs may recruit graduate students in in-service studies and related regulations are specified in the Admission Prospectus of the current academic year.

Article 4 The Office of Academic Affairs shall create three copies of the list of students with direct admission to PhD programs and two copies of the list of new students and transfer students of NCUE in the current academic year. The former copies shall be delivered to the Office of Academic Affairs for compilation with the approval of the department, graduate institute, college, and degree program. The results shall be delivered to the

President for approval. The latter shall be permanently stored by the Registration Section with the approval of the President.

Article 5 Graduate students enrolled in in-service studies may not request to change their status to students in non-in-service studies (referred to as general students). As a principle, general students also may not request to change their status to students in in-service studies.

Article 6 In the event of vacancies in undergraduate programs, a transfer examination may be organized to recruit transfer students. However, no transfer students may be accepted during the first and final years of the undergraduate study.

Transfer students may not be recruited to fill vacancies in the preceding paragraph left by those who have retained their enrollment qualifications, suspended their studies or additional admission quotas. After transfer students have been recruited, the total student count within the quotas of each year may not exceed their pre-approved quotas for new students for each academic year. For foreign students enrolled through transfers, the quotas shall be included in the quotas for foreign student enrollments approved by the Ministry of Education for the current year.

The eligibility and recruitment of transfer students shall be processed in accordance with related recruitment regulations of NCUE and the Admission Prospectus of each academic year.

However, students of NCUE expelled due to failure in personal conduct evaluation scores may not register for transfer examinations of NCUE.

Article 7 All new students and transfer students accepted by NCUE shall complete the registration and enrollment procedures within the prescribed time in person or appoint a third party to do so. The eligibility for admission shall be canceled for those who fail to complete the registration procedures within the prescribed time or provide non-compliant certificates.

Where a student appoints a third party to process the matters in the preceding paragraph, a letter of authorization personally signed by the student must be submitted or the deadline shall be deemed as expired.

Students admitted into doctoral or master's programs and in-service master's programs through screening-based admission who meet the qualifications may apply to be enrolled one semester in advance. The enrollment shall be processed in accordance with the Admission Prospectus for the current year.

Article 8 New students who cannot commence studies on time due to illness, pregnancy, childbirth, or providing childcare to children less than three years of age; enrollment in the "Youth Education and Employment Savings Account Project"; or other reasons may apply to retain their admission qualifications for one year prior to the expiry of registration by submitting relevant certification documents. Students who retain their enrollment qualifications are not required to pay any fees.

Students who retain admission qualifications due to pregnancy, childbirth, or providing

childcare to children less than three years of age may, upon the expiry of the retention period, apply for renewed retention of admission qualifications by submitting related documents before the start of the semester, provided that the reason for retention remains valid.

Students enrolled in the "Youth Education and Employment Savings Account Project" may apply for renewed retention of admission qualifications by submitting related documents before the start of the semester. Students may retain their admission qualifications for up to three years.

Where students apply for the renewed retention of admission qualifications upon the expiry of the retention period due to illness or other reasons, the students may defer their enrollment to the following academic year with the approval of the President.

Where students are abruptly affected by a major disaster that the competent authority of education deems as a major impact on normal studies (hereinafter referred to as specific major disasters) and cannot complete enrollment upon the expiry of the retention period of admission qualifications, the retention of admission qualifications may be extended with the approval of the President. Such students shall also not be required to pay any fees.

Where students remain in military service and are not yet discharged upon the expiry of the retention period of admission qualifications, the students may file a new application. Once their military service is completed, the students shall submit the Administrative Discharge Order to apply for enrollment.

Except for pregnancy, childbirth, or providing childcare to children less than three years of age, or unless otherwise specified in related regulations, students accepted by recommendation and screening-based admission, application, all types of students accepted by assignment or transfer, and students from Mainland China may not apply for the retention of admission qualifications.

Where other rules are stipulated in the Admission Prospectus of individual entry examinations of NCUE, such rules shall prevail.

Chapter III. Registration and Payment

Article 9 At the beginning of each semester, students shall complete registration in accordance with the specified deadline. Those who fail to complete registration on the specified date shall apply for deferred registration or payment of tuition and miscellaneous fees in separate installments within the first week of the start of the semester. The final payment date for deferred registration applications and the first installment shall be October 8 for the first semester and March 8 for the second semester. Students who fail to complete payment or apply for suspension of study shall be deemed as having no intent to study in NCUE and they shall be requested to withdraw from school.

The Registration Section shall notify students who have not paid registration fees of the matters that require their attention on the day after the registration deadline.

Students who apply for suspension of study and complete school departure procedures

before the start of the semester (inclusive) may be exempted from the payment of tuition and miscellaneous fees.

The registration payment, method of payment, and registration date shall be based on the announcements at the time.

Where students are abruptly affected by a major disaster, students in undergraduate programs may be charged payment in accordance with payment standards for students with extended study periods specified in Article 10; and graduate students taking 9 credits or fewer may be charged tuition and miscellaneous fees (basic) based on the original payment standards calculated proportionally based on the number of credits taken. The fees for students taking fewer than 1 credit shall be calculated as fees for 1 credit and the payment deadline shall be extended based on actual conditions.

Article 10 Graduate students, students with extended study periods, students with self-funded additional credits, and students in extra courses shall pay credit fees in accordance with regulations. Undergraduate students taking courses offered by master's programs shall pay credit fees in accordance with standards set by the graduate institute.

Undergraduate students with extended study periods taking more than 9 credits (including credits for graduate students) shall pay the full amount of the tuition and miscellaneous fees.

Undergraduate students with extended study periods taking 9 credits (including 9 credits and including credits for graduate students) shall pay credit fees and miscellaneous fees calculated proportionally based on the number of credits taken. The fees for students taking fewer than 1 credit shall be calculated as fees for 1 credit. However, students taking double majors, a minor, or education programs who receive NCUE's approval for exchange programs in foreign universities and institutions and those who meet the regulations for tuition exemptions of the Ministry of Education shall only be required to pay credit fees.

Students who are required to pay credit fees in accordance with regulations of related academic affairs meetings shall process payments in accordance with such regulations.

Where students fail to complete make-up payment for the fees to be paid in accordance with the regulations in the four preceding paragraphs within two weeks after the expiry of the payment deadline, the grades for the subject chosen shall be marked as zero.

Chapter IV. Course Selection

Article 11 Counselors may inquire the course selection conditions of students in each class during the course selection period and provide counseling when necessary.

Students may complete course adding and dropping procedures within the prescribed time after the start of each semester.

Relevant course selection regulations shall be formulated by the Curriculum Section and implemented with the approval in the Academic Affairs Meeting.

Article 12 In principle, undergraduate students shall take no more than 27 credits in a semester.

However, students with exceptional academic performance may apply for excess credits and the relevant regulations shall be established separately by the Office of Academic Affairs. The maximum and minimum number of credits for graduate students shall be determined by each department (institute).

Students taking courses of graduate institutes shall pay credit fees in accordance with standards set by the graduate institute.

The regulations for undergraduate students taking courses of master's programs and graduate students in master's programs taking courses of PhD programs shall be established separately by the Office of Academic Affairs.

The departments (institutes) shall provide counseling to students with severe disabilities in the selecting and taking of courses.

Undergraduate students must take at least one subject each semester after completing registration (excluding general education courses for diverse learning). Graduate students must take at least one subject each semester after completing registration (including the dissertation). Students who fail to select courses after registration shall apply for suspension of study. If they fail to apply for suspension of study, a compulsory suspension of one semester shall apply. Students whose suspension of study period has expired shall be processed as withdrawing from school.

NCUE students with outstanding performance in athletics may, with the approval of NCUE granted in accordance with regulations and procedures, take courses flexibly and the regulations shall be established separately.

Article 13 Unless otherwise specified in the graduation requirements of each department (institute), students may not select subjects that they have taken and passed. If they take the same subject again, the credit for the subject retaken shall be included in the calculation of credits for the current semester but shall not be included in the calculation of graduation credits. Students may not take subjects with scheduling conflicts. Enrollment in all courses with scheduling conflicts shall be canceled.

Article 14 Where students are unable to continue to study certain courses during the semester, they may apply for course withdrawal. The course suspension regulations shall be established separately by the Office of Academic Affairs.

Article 15 Students who have yet to take or retake required credits that can only be taken in the second semester in their extended year before graduation may apply for a suspension of studies and forgo enrollment for the first semester. Students who register are required to select at least one subject.

Article 16 Students may process inter-university course selection in accordance with regulations. Students with special requirements may apply for summer courses in accordance with regulations. The regulations on inter-university course selection and summer courses shall be established separately in by the Office of Academic Affairs.

Chapter V. Term of Study, Credits, Examination, and Grades

Article 17 NCUE utilizes the academic year/credit system. The term of study for all undergraduate students is four years. They must earn at least 128 credits in order to graduate.

Undergraduate students with outstanding academic performance and who have taken the required courses and earned the required credits for graduation one semester or one academic year ahead of the enrollment duration may be allowed to graduate early. Undergraduate students who fail to take the required courses and earn the required credits within the period of study may apply for an extension of the term of study for up to two years.

The outstanding academic performance in the preceding paragraph shall meet the following standards:

- I. A ranking in the top 15% of the year of study in the department in past years (not including the semester of graduation).
- II. A personal conduct evaluation score of at least 85 in every semester. (Applicable starting from the second semester of the 2013 academic year)

All departments may set standards for regulations in Subparagraph 1 of the preceding paragraph and implement them following the approval in the Department Affairs Meeting and submission to the Office of Academic Affairs for reference.

Students taking a double major who have acquired all necessary credits as required by the respective department after the expiry of a two-year extension, but have not acquired all required credits of the other department, may extend their term of study by one year.

Undergraduate students with disabilities may extend their term of study by up to two years, depending on their physical or mental conditions and requirements for learning. The regulations on withdrawal from study due to academic performance shall not apply.

Foreign, Hong Kong, or Macau students who graduated from a senior secondary school whose graduating year is academically equivalent to domestic second grade of a senior secondary school of a comparable academic level and nature shall increase the graduation credits by 16 within the prescribed study period after they enter the first year of their undergraduate studies upon admission at an equivalent education level, and they may extend the term of study by one year.

NCUE undergraduate students must pass at least one information literacy examination or take related information courses before graduation. The related regulations shall be established separately by the Office of Library & Information Services. This requirement shall be applicable to new students enrolled starting from the 2009 academic year.

NCUE undergraduate students must pass the graduation requirements specified in the "General Education Passport". The related regulations shall be established separately by the Center for General Education. This requirement shall be applicable to new students enrolled starting from the 2014 academic year.

The term of study is limited to one to four years for master's programs and two to seven years for PhD programs. Students in master's programs shall earn at least 24 credits (excluding dissertation counseling). Students in PhD programs shall earn at least 18 credits (excluding dissertation counseling).

Students may extend their term of study due to pregnancy, childbirth, or taking care of children under the age of three. They may extend the term of study for up to two years after the aforementioned reason is no longer valid.

Students who meet the graduation requirements of the department, institute, or degree program and receive NCUE's approval for exchange programs in foreign universities and institutions may apply to extend their term of study by up to one year.

Students who take courses in credit-based programs and education programs and meet the graduation requirements of the respective department (institute) but have not completed the subjects and credits required for the programs may apply to extend their term of study by up to two years.

The term of study and evaluation of grades for educational practicum shall be processed in accordance with related regulations in the Teacher Education Act.

Article 18 The granting of teacher qualifications for undergraduate students and graduate students enrolled after August 1, 2003 shall be processed in accordance with the newly amended "Teacher Education Act" and related regulations.

Relevant regulations on the qualification and certification standards for applications filed by NCUE students for education programs, recruitment and screening-based selection, teachers' pre-service education courses, and credit recognition and transfer shall be established separately in the Education Program Regulations. The Regulations shall be formulated by the Center for Teacher Education and implemented with the approval in the Academic Affairs Meeting and review and approval by the Ministry of Education.

Article 19 Graduate students in in-service studies shall have the same number of credits required for graduation as regular students.

Article 20 Students may apply to transfer credits for subjects and credits they took and earned before enrollment as new students in accordance with the NCUE Student Credit Transfer Guidelines.

New students in undergraduate programs may be assigned to higher academic years as appropriate based on the number of credits transferred.

Where students are abruptly affected by a specific major disaster may, with the approval of the President, apply for additional credit transfer with looser standards.

NCUE students may have dual student enrollment in different academic institutions. However, the credits for repeated courses during the period of overlapped student enrollment may not be transferred.

Article 21 Undergraduate students who have completed the required subjects and credits due to

transferred credits and outstanding academic performance may graduate one to two years ahead of schedule.

The graduation period for graduate students in master's and PhD programs specified in Article 17 shall not be changed due to transferred credits.

Article 22 After students apply to the department (institute) for credit transfer, the department (institute) shall perform a preliminary review before submitting the registry to the Registration Section of the Office of Academic Affairs for secondary review. The Student Credit Transfer Guidelines shall be formulated by the Registration Section and announced and implemented with the approval in the Academic Affairs Meeting.

The Education Program Credit Transfer Regulations shall be formulated by the Center for Teacher Education in accordance with the NCUE Student Credit Transfer Guidelines, implemented with the approval in the Academic Affairs Meeting, and submitted to the Ministry of Education for reference.

Article 23 Physical education from the 1st to the 2nd year is compulsory and may not be included in the actual number of credits awarded. Physical education from the 3rd to the 4th year and the military training (including nursing) course are offered as electives. Two credits are awarded for two course hours each semester and included in the actual number of credits awarded.

Compulsory and elective physical education and military training (including nursing) courses are not included in the calculation of graduation credits.

Article 24 Students are graded for their academic performance and personal conduct. The maximum score for all evaluations is 100. The passing grade shall be 60 points for undergraduate students and 70 points for graduate students in master's and PhD programs.

Designated courses may be marked with "pass" or "fail" as evaluation with the approval of the relevant department or institute (center) curriculum committee and the Academic Affairs Meeting. Students who fail a subject or do not pass a subject shall not be awarded credits.

Student grade certification may be provided based on the letter grade system. The conversion between percentage-based grading system and the letter grade system is specified below:

- I. A score of 80 points or above equals an A.
- II. A score of more than 70 but less than 80 equals a B.
- III. A score of more than 60 but less than 70 equals a C.
- IV. A score of less than 60 equals a D.

Article 25 The grades for academic performance are calculated as follows:

- I. The scores for each subject in each semester (calculated as integers) shall be determined based on the evaluation criteria set by the teachers of each course.

- II. Average grade for each semester: The resulting quotient of the total score for the semester divided by the total number of credits taken in the semester (calculated to the second decimal and excluding grades for summer courses) shall be the average grade for each semester.
- III. Average academic grade: The resulting quotient of the total score for all semesters divided by the total number of credits taken (calculated to the second decimal and excluding grades for summer courses when calculating the average in the second semester) shall be the average grade.
- IV. Graduation grade: The graduation grade for undergraduate programs shall be the average grade. The graduation grade for master's and PhD programs shall be the average academic grade and the average score of the graduate degree examination.

The basic personal conduct score (calculated as integers) shall be 85 points with points awarded or deducted as rewards and penalties for the actual total score with a maximum score of 100. Scores of over 100 are calculated as 100.

Article 26 After the grades of students for each subject are submitted to the Registration Section, any change of the grades shall be processed in accordance with the NCUE Regulations on Submitting, Changing and Correcting Grades by the Teaching Staff.

The Regulations on Submitting, Changing and Correcting Grades by the Teaching Staff shall be formulated by the Office of Academic Affairs and implemented with the approval in the Academic Affairs Meeting.

Article 27 The teaching staff shall submit or correct students' grades in accordance with regulations. Failure to process grades in accordance with regulations that results in damage to students' rights and interests shall be processed in accordance with the NCUE Regulations on Submitting, Changing and Correcting Grades by the Teaching Staff.

The end-of-term evaluation data for students shall be kept by the teaching staff for one academic year.

Article 28 Students who fail to attend an examination without a proper reason shall receive a score of zero points for the examination. For students who apply for personal (sick) leave or maternity leave as a result of pregnancy, the make-up examination results will be calculated according to the actual results. For students who are unable to attend examinations due to illness or special incidents and receive approval for the leave of absence and make-up examination, 30% of their scores in the make-up examination above 60 points shall be deducted.

Students abruptly affected by a specific major disaster may, with the approval of the President, have their evaluation method adjusted depending on the nature of the subject. Their grades for a subject may be handled by make-up examinations or other remedial measures, and the make-up examination results will be calculated according to the actual results.

Article 29 Students who fail subjects taken during the semester shall be required to retake such subjects if they are compulsory subjects.

Students who fail to earn the minimum number of credits required for graduation or credits for compulsory subjects upon the expiry of the extended term of study shall be withdrawn.

Students abruptly affected by a specific major disaster may, with the approval of the President, extend their term of study if they are unable to complete the required credits and subjects upon the expiry of the term of study.

Article 30 (Deleted)

Article 31 If students cheat on examinations and such conduct is verified, the grade for the subject shall be calculated as zero points and suitable penalties shall be imposed in accordance with the NCUE Student Disciplinary Regulations.

Chapter VI. Absenteeism and Point Deduction

Article 32 Students who cannot attend courses for any reason shall be required to apply for leave beforehand with the Office of Student Affairs. Sick leave with a duration of more than three days shall require a certificate issued by the school physician or a public hospital. For special incidents or instances where students cannot apply for leave in advance, the make-up leave application procedures shall be completed within fourteen days of the day of absence.

Regulations on student leave applications and related matters shall be established separately.

Article 33 Students who require additional leave upon the expiry of their leave period shall apply for leave in accordance with the leave application procedures. Students who return to school for classes before the expiry of the leave period may apply for leave cancellation and the number of hours of absence from class shall be calculated based on the actual leave period.

Article 34 Students who obtain approval for leave and do not attend class shall be deemed as absent. If no application has been filed or the application was denied, their absence shall be deemed as truancy. One hour of truancy shall be regarded as three hours of absence.

Article 35 Where students are absent for more than one fifth of the course hours for the entire semester for a specific subject, five percent of the grade for the subject in the semester shall be deducted. If the number of hours of absence from class exceeds a third of the total number of class hours for the entire semester, the grade for the subject for the semester shall be calculated as zero points. However, these restrictions shall not apply to absence due to personal (sick) leave and maternity leave as a result of pregnancy or childbirth.

Article 36 (Deleted)

Article 37 Students' official leave approved by the Office of Student Affairs shall not be calculated as absence. The performance evaluation shall be registered based on the actual points awarded.

Article 38 Regulations on leave applications for students of the College of Extension Education

and related matters shall be established separately.

Chapter VII. Transfer to Other Institutions, Departments, or Divisions, Minors, and Double Majors

Article 39 NCUE students who are approved for transfer to another institution and complete school departure procedures shall be provided with a certificate of study and may not request to return to NCUE.

Article 40 Undergraduate students may apply to transfer to other departments before the beginning of the second academic year. Students who file transfer applications before the start of the third academic year may transfer into the third year of study in departments that are similar in nature, or the second year of study in departments that are not similar in nature; students who file transfer applications before the start of the fourth academic year for special reasons may transfer into the third year of study in departments that are similar in nature.

The regulations for the transfer to other departments (institutes) for graduate students in master's and PhD programs shall be set by each department (institute) and specified in the degree conferral regulations.

For students abruptly affected by a specific major disaster, NCUE may assist the students in transferring to a suitable department or institute based on the physical and mental conditions of the students.

Students approved for transfer to another department (institute) must meet the graduation requirements of the new department (institute) to graduate.

For undergraduate students who transfer to a lower year of study, the repeated years of study will not be included in the calculation of the new department's maximum term of study. Graduate students may not extend their years of study due to department (institute) transfer.'

Article 41 The number of undergraduate students' transfer to or from a department shall not exceed twenty percent of the originally approved and allocated admission quota of the department. Where the quota is less than one person, it shall be calculated as one person.

The quotas and ratios for the transfer to other departments (institutes) for graduate students in master's and PhD programs shall be set by the departments (institutes).

Regulations for the transfer to other departments (institutes) of NCUE students shall be established separately.

Article 42 The following students may not apply for department (institute) transfer:

- I. Students with suspension from study approved or ordered which suspension period has not elapsed.
- II. Where transfers are expressly prohibited in the Admission Prospectus or related regulations; students may not apply for department (institute) transfer after admission.

For students abruptly affected by a specific major disaster, NCUE may release students from the aforementioned restrictions based on the physical and mental conditions of the

students.

Article 43 Undergraduate students who have a minor or double major shall complete the credit requirements for compulsory subjects of the primary major and the subjects and credits required by the minor or second major. The regulations for minors and double majors shall be formulated by the Curriculum Section and shall be announced and implemented with the approval in the Academic Affairs Meeting.

The departments of NCUE may set the required subjects and credits for minors and double majors. Departments may plan 20 to 30 compulsory credits for minors and 45 to 55 compulsory credits for double majors.

Undergraduate students may apply for minors and double majors in different universities in accordance with the related regulations for collaborations and exchanges between NCUE and other universities.

Article 44 Students in all departments may take courses for minors and double majors starting from the second year. Students who intend to take minors or double majors must obtain the approval of the chair of the department of the primary major, the approval of the chair of the department of the minor or second major after a review in accordance with the department regulations, and submit results to the Office of Academic Affairs for reference. If students apply for both a double major and a minor in the same department and has been qualified for a double major after department's review, then said students shall be accepted for a double major.

Article 45 NCUE may, for the purpose of expanding international academic exchanges, set up dual-degree systems with foreign universities. The regulations shall be established separately.

Chapter VIII. Suspension/Resumption of Study, Withdrawal from Study, and Expulsion

Article 46 Students may apply for suspension or withdrawal from study due to illness or other reasons. Applications for suspension for the current semester during the semester must be filed before the start of final examinations. Applications for suspension may not be accepted after the start of final examinations.

For students abruptly affected by a specific major disaster, the restrictions on the ineligibility for suspension applications after the start of final examinations shall not apply.

Article 47 Students shall be ordered to suspend studies if one of the following conditions is true:
I. Leave of absence exceeds a third of the total number of class hours for the semester.
II. Suffering from a statutory communicable disease for which the immediate suspension of study is verified as necessary based on notifications from the competent authority of health.
III. Students ordered to suspend study in accordance with the NCUE Student Disciplinary Regulations.

For students abruptly affected by a specific major disaster, the restrictions in the suspension regulations in Subparagraph 1 of the preceding paragraph shall not apply.

Article 48 Students' suspension of study shall be implemented in periods of one semester, one academic year, or two academic years starting from the semester of the suspension of study. As a principle, the total period of continuous or intermittent suspension of study shall not exceed two academic years. Where students apply for the renewed suspension of study upon the expiry date due to severe illness or special conditions, the period of suspension of study may be extended with the approval of the President.

Students who are enlisted to serve their military service during the suspension period may submit a photocopy of the Order to Report and apply for an extension of the suspension of study. The period of military service shall not be included in the calculation of the maximum duration of the suspension of study.

To apply for suspensions of study due to pregnancy, childbirth, or providing childcare to children less than three years of age, students shall submit relevant certification documents. The suspension period shall not be included in the calculation of the maximum duration of the suspension of study.

For students enrolled in the "Youth Education and Employment Savings Account Project" who apply for suspension of study, the suspension period shall not be included in the calculation of the maximum duration of the suspension of study but the sum of the suspension period and the retention period of admission qualifications shall not exceed three years.

New students and transfer students may only apply for suspension of study after completing the registration procedures in the first semester of enrollment.

Article 49 Students who receive approval to take subjects and credits in other institutions during the suspension of study may apply for credit transfer for credits they earn within one week of the resumption of study. Students shall be deemed as waiving such rights after the deadline and late applications will not be accepted.

Article 50 Students shall automatically resume studies upon the expiry of the suspension of study and must complete registration procedures within the prescribed time. Students who intend to resume studies ahead of schedule must file an application before the start of the semester and complete registration procedures before the prescribed time.

When suspended students resume studies, the study year or semester is to be continued from the original department (institute). Students who apply for suspension of study during the semester should return to the original school year or semester of the department (institute) to continue with uncompleted programs upon resumption. For new students who suspend their studies in the first semester of the year of enrollment, the applicable curriculum framework and graduation requirements shall be based on the academic year when they resume their studies.

If the original department (institute) of study in the preceding paragraph is changed or discontinued, NCUE shall help students transfer into an appropriate department (institute).

Article 51 Students shall be ordered to withdraw from school if one of the following conditions is true:

- I. Admission or transfer qualifications have been deemed as non-compliant after review.
- II. Failure to register on time without a legitimate reason.
- III. Disqualification in personal conduct evaluation.
- IV. Students are unable to complete all of the courses and credits required by the department (institute).
- V. Graduate students in master's and PhD programs who fail their degree examination (excluding directly admitted PhD students for whom the PhD exam committee decides to award a master's degree).
- VI. Students ordered to withdraw from school in accordance with the NCUE Student Disciplinary Regulations.
- VII. Students ordered to withdraw from school in accordance with the NCUE Academic Regulations.
- VIII. Other cases for which a suspension of study is required in accordance with the NCUE Academic Regulations but the suspension period has reached two academic years.
- IX. Students have voluntarily applied for withdrawal from the University without the reasons mentioned above.

Article 52 Students shall be expelled if any of the following conditions is true:

- I. Students who submit borrowed, forged, or altered academic record documents for enrollment or cheat during their entrance examination shall be expelled once such conduct is proven. If an offense is discovered when the student has graduated, the degree shall be revoked.
- II. Students expelled in accordance with the NCUE Student Disciplinary Regulations.

Article 53 Expelled students may not receive any certification document regarding school attendance.
Students automatically withdrawn or approved for withdrawal but have studied at NCUE for at least one semester and received grades may receive a certificate of study after completing school departure procedures.

Article 54 For students from Mainland China and foreign countries with suspension of study, withdrawal from study, change or loss of student identity, or graduation, NCUE shall notify students to leave the country within the prescribed time or notify related authorities in accordance with related regulations.

Article 55 Where students violate NCUE regulations or commit other crimes during the period of study or suspension, NCUE shall impose suitable penalties in accordance with the "NCUE Student Disciplinary Regulations" based on the severity of the violation.

Article 56 The Registration Section shall compile a list of students suspended or withdrawn in the current academic year, submit the list to the Dean of Academic Affairs for approval, and retain the list permanently.

Article 57 NCUE students on suspension of study, withdrawal from study, and early graduation shall present the approved school departure procedures form in the current semester of

the current academic year and apply for a refund in accordance with the NCUE student departure refund standards.

The NCUE student departure refund standards are as follows: Students who apply for suspension of study or withdrawal from study at the start of the semester (inclusive) and complete school departure procedures are not required to pay. Those who have completed payments shall receive a full refund. Students who apply for suspension of study or withdrawal from study and complete school departure procedures after the start of the semester (exclusive) shall receive a refund based on the total number of weeks in the semester (18 weeks). For those who apply for suspension of study or withdrawal from study and complete school departure procedures in the first week of the start of the semester, 17/18 of the tuition and miscellaneous fees (including credit fees) shall be refunded. The refund shall be decreased proportionally by 1/18 every week thereafter. However, students who apply for suspension of study or withdrawal from study after 2/3 of the semester has elapsed (i.e., the 13th to 18th week) shall not receive a refund for the tuition and miscellaneous fees (including credit fees) paid.

Students who withdraw from study due to a specific major disaster shall receive a refund based on the total number of weeks in the semester (18 weeks) and the restriction on the elapse of 2/3 of the semester shall not apply.

Article 58 Students who are expelled may not apply for refunds.

Chapter IX. Military Service

Article 59 Male students in the final year of study participating in the examination (selection) for Reserved Ranking Officer Service and Reserved Non Commissioned Officer Service may file an application in accordance with requirements and standards in the Admission Prospectus of Reserved Ranking Officer Service and Reserved Non Commissioned Officer Service in Compulsory Service of the year. They may only participate in the examination and selection after they qualify in the eligibility review.

Article 60 Current students shall apply for deferred conscription or deferred mobilization in accordance with the following regulations:

- I. Current students (included students resuming studies and transfer students) who reach military service age and have not served in standing service may apply for deferred conscription, and those who have completed standing service may apply for deferred mobilization.
- II. New (male) students shall apply for deferred conscription (those who have not yet completed military service) or deferred mobilization (those who have completed military service) at the start of the academic year; students who resumed studies shall apply at the start of the semester when they resumed studies with the Office of Student Affairs.
- III. Students who study in an academic institution of the same level as the original institution from which they graduated or a lower level may not apply for deferred conscription or deferred mobilization.

Chapter X. Overseas Studies

- Article 61 Students who receive approval to take subjects and credits in foreign colleges and universities during the suspension of study, regardless of the identity used for overseas studies, may apply for credit transfer for credits they earn within one week of the resumption of study after returning. Students shall be deemed as waiving such rights after the deadline and late applications will not be accepted.
- Article 62 Graduate students in PhD programs may apply for overseas research on their dissertation with their department (institute). Once they receive the approval of the department (institute), the case shall be submitted to the President for approval and reported to the Ministry of Education for reference. Students shall be required to apply for suspension of study before their overseas studies. The suspension of study shall be limited to one year and students who fail to return upon the expiry shall be ordered to withdraw from studies. The department (institute) shall be responsible for reclaiming all subsidies collected by the students. The Office of Student Affairs shall process special procedures of going abroad for draftees in accordance with the "Regulations for Exit of Draftees" to ensure that they return to the country after the expiry of their research period.
- Article 63 The Registration Section shall formulate regulations on enrollment management for NCUE students going abroad, and the regulations shall be implemented with the approval in the Academic Affairs Meeting.

Chapter XI. State-Financed Students

- Article 64 State-financed students refer to students with state sponsorship of teacher education who are required to serve in schools in outlying or special areas after they graduate.
- Article 65 The acceptance and number of state-financed students, number of years of state financing, rights, obligations and compliance matters, procedures for handling violations of obligations, and regulations regarding assignment of services shall be specified in the Admission Prospectus, administrative contract, and related regulations on state-financed students of NCUE.
- Vacancies in the number of state-financed students shall be filled in accordance with waiting list regulations. The relevant waiting list regulations shall be established separately.
- Article 66 State-financed students shall sign an administrative contract with NCUE before receiving state financing to ensure their performance of service obligations.
- Article 67 (Deleted)
- Article 68 (Deleted)
- Article 69 (Deleted)
- Article 70 (Deleted)
- Article 71 (Deleted)

Chapter XII. Graduation

Article 72 Undergraduate students who earn the required number of credits for graduation as well as compulsory courses and credits within the prescribed time of graduation, pass the personal conduct evaluation, and pass the graduation requirement review shall be awarded a bachelor's degree and receive a diploma.

Graduate students in master's programs who submit their dissertations and pass the examination of the master's degree examination committee shall be awarded a master's degree and receive a diploma.

Graduate students in PhD programs who pass the PhD candidate qualification review and dissertation plan review, submit their dissertations, and pass the examination of the PhD degree examination committee shall be awarded a doctoral degree and receive a diploma.

Students in master's or PhD programs in any discipline of arts, applied technologies, or sports may submit a work or proof of achievement accompanied by a written report or technical report as an alternative to thesis or dissertation. Students taking a master's course of professional practice may submit a professional practice report as an alternative to thesis or dissertation. The scope of the recognition, form of materials, content items, and other related matters for which a work, proof of achievement accompanied by a written report, technical report, or professional practice report may be submitted by the students as an alternative to a master's or doctoral thesis or dissertation shall be processed in accordance with the Requirements for the Conferral of Degrees and the Criteria for the Recognition of Thesis/Dissertation Substitutes of the Ministry of Education.

The date for the conferral of diplomas for undergraduate programs shall be January for the first semester and June for the second semester.

The dissertation submission deadlines for graduate students are January 31 for the first semester and August 31 for the second semester. The Office of Academic Affairs shall issue diplomas based on the month the graduate students submit the dissertation and complete school departure procedures.

The graduation qualifications for undergraduate programs shall be reviewed by the Registration Section and personnel assigned by each department, and submitted to the Dean of Academic Affairs for approval. The Registration Section shall formulate regulations on graduation requirements and graduation qualification review, and the regulations shall be implemented with the approval in the Academic Affairs Meeting. The Registration Section shall formulate regulations on the degree examination of graduate students in master's and PhD programs. The regulations shall be implemented with the approval in the Academic Affairs Meeting and submitted to the Ministry of Education for reference.

Article 73 The Registration Section shall compile two copies of the list of all students of NCUE graduating in the current academic year and review the graduation qualifications of all students graduating in the current academic year with the departments (institutes). The

list shall be submitted to the President for approval and retained permanently by the Registration Section and the departments (institutes).

Article 74 Undergraduate students who have a minor shall not be conferred a separate degree. Those who have a double major and meet criteria in Article 43 may receive two separate bachelor's degrees.

Article 75 Undergraduate students in their final year of study and graduate students in master's programs with outstanding academic performance in the term of study may, with the approval of the department, institute, college, or degree program meeting, submit academic results to the President for approval for direct admission to a PhD program. Those who fail their qualification review and dissertation plan review may, with the approval of the department, institute, college, or degree program meeting and the President, return to the master's program for studies or apply for transfer to master's programs of a related department, institute, college, or degree program. If PhD candidates fail to pass the PhD degree examination but the committee deems that the candidates conform to standards of a master's degree, the committee may confer a master's degree, or order the candidates to withdraw from studies.

Standards for determining outstanding academic performance mentioned above shall be set by each department, institute, college, and degree program.

Article 76 The Chinese and English names of degrees conferred by departments (institutes) of NCUE shall meet international customs and trends, and make reference to the Reference Manual for the Chinese and English Names of University Degrees announced by the Ministry of Education. They shall be established based on the characteristics of the department, institute, college, degree program, or division as well as the course contents, fields of courses, and academic or professional practice involved.

The Chinese and English names of degrees shall be approved by the department (institute) or college meeting and submitted to the Academic Affairs Meeting for approval before the announcement and implementation.

Article 77 NCUE may establish the honorary doctoral degree review committee to review and confer honorary doctoral degrees.

The Office of Academic Affairs and the Secretary Office shall jointly formulate the regulations for the conferral of honorary doctoral degrees, which shall be implemented with the approval in the General Meeting.

Chapter XIII. Complaints

Article 78 NCUE students, student associations, or other related student self-governance organizations who find the punitive, disciplinary, or other measures or decisions imposed by the University to be illegal or inappropriate and harmful to their rights or interests, and provide specific evidences may file appeals.

The students specified in the preceding paragraph refer to individuals enrolled at NCUE when the University imposes the punitive, disciplinary or other measures or decisions on them. However, this restriction does not apply to individuals dissatisfied with the

results of the request for reconsideration filed in accordance with Article 34 of the Gender Equity Education Act and Article 27 of the Regulations on the Prevention and Handling of Bullying on Campus.

The procedures for handling student complaints shall be established separately.

Students who find the measures or punishment in courses, service learning, or other activities to be illegal or inappropriate and harmful to their rights or interests may, within 30 days after receiving or accepting the measure or punishment, file a written complaint to the student complaint review committee of NCUE in accordance with Article 8 of the "NCUE Guidelines for the Protection of Learning and Labor Rights of Students Who Serve Concurrently as Assistants".

The student complaints in the preceding paragraph shall be processed in accordance with the NCUE "Procedures for Handling Student Complaints".

Chapter XIV. Supplementary Provisions

Article 79 The name and date of birth of students shall be based on the information on their national ID card. If students' enrollment qualification information does not correspond to the data on their national ID card, the enrollment information shall be corrected by the original issuer.

Article 80 Current students and graduate alumni who apply to change their name and date of birth shall present the certificate issued by the Household Registration Office and report to NCUE for processing.

Article 81 Teacher education at NCUE is primarily self-sponsored but both state sponsorship and financial aids are available.

Financial aids are provided for self-sponsored students from economically disadvantaged families or those with outstanding academic performance. Related regulations on the review of financial aids for teacher education at NCUE shall be established separately.

Article 82 The Registration Section shall establish and permanently store the enrollment data of all NCUE students. They include detailed records of the name, gender, date of birth, national ID number, academic qualifications for admission, month and year of enrollment, nationality of foreign students, place of residence for overseas Chinese students, names and titles of parents or guardian, mailing address and telephone number, admission category, student ID number, department (institute) section, suspension of study, resumption of study, transfer of department (institute) section, minor, double major, credits and grades of subjects taken, year and month of graduation, and degree conferred.

Article 83 The Admissions Section shall properly retain the admission and transfer examinations papers for one year for future reference or review by the competent authorities of education and administration.

Article 84 Students and intern students (teachers) enrolled in NCUE shall be included as the

insured in group insurance policies. The liabilities for insurance and scope of payment shall be specified in the insurance contract. Students who do not wish to be included in the insurance policy due to special conditions shall provide a consent to waiver signed by the student's parent. The insurance premiums for students included in the insurance policy shall be collected during registration.

Article 85 NCUE may charge material and labor fees for certification documents for student grades and enrollment information. The detailed regulations for fees shall be established separately.

Article 86 The Academic Regulations are approved in the Academic Affairs Meeting and submitted to the Ministry of Education for reference before implementation. The same applies to all subsequent amendments.