

# National Changhua University of Education Guidelines for Setting Graduation Requirements and Conducting Graduation Qualifications Reviews

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- I. These Guidelines were established according to the University's Academic Regulations to specify the graduation requirements and conduct graduation qualifications reviews for students enrolled in each department (institute).
- II. The University shall set clear graduation requirements in coordination with talent cultivation and curriculum planning. After the graduation requirements are discussed and approved by the department, institute, center and college affairs meeting, they shall be submitted to the Office of Academic Affairs for review and approval, and then announced on the University's website for students. The same applies to subsequent changes.
- III. The graduation requirements set for each undergraduate program shall include the following:
  - (I) The minimum credit requirement.
  - (II) Common required courses of the University.
  - (III) Required professional courses of the department.
  - (IV) The number of elective credits outside the department that are recognized (at least 16 credits).
  - (V) Compulsory and elective physical education and military training (including nursing) courses are not included in the calculation of graduation credits.
  - (VI) Whether university-level common courses may be recognized as elective credits outside the department.
  - (VII) Graduation requirements according to the Academic Regulations.
  - (VIII) Other criteria reviewed by each department.
- IV. The graduation requirements set for each master's program and in-service master's program shall include the following:
  - (I) The minimum credit requirement.
  - (II) Required professional courses of the department or institute.
  - (III) The number of elective credits outside the department or institute that are recognized.

- (IV) Other criteria reviewed by each department or institution.
- V. The graduation requirements set for each PhD program shall include the following:
- (I) The minimum credit requirement.
  - (II) Required professional courses of the department or institute.
  - (III) The number of elective credits outside the department or institute that are recognized.
  - (IV) Passed the PhD candidacy review.
  - (V) Other criteria reviewed by each department or institution.
- VI. The review of graduation qualifications for the University's undergraduate programs is divided into a preliminary review and second review. The procedures are as follows:
- (I) Preliminary review (two stages)
    - 1. Preliminary review department: Departments.
    - 2. Preliminary review method:
      - (1) Student self-review: Students conduct a self-review of their graduation qualifications within 2 weeks after course pre-selection in the first semester of their fourth academic year, and submit the results to their department. Departments must guide students in course selection based on the results of the first preliminary review to prevent students from not being able to graduate due to not taking certain courses.
      - (2) Department review: Within 2 months of the beginning of the last semester before students graduate, departments shall conduct a preliminary review according to common course credit review regulations, department graduation regulations, and with reference to students' academic transcripts (including courses selected in the last semester).
    - 3. Preliminary review items:
      - (1) Courses and credits required for graduation (including compulsory, elective, and elective courses of other departments that are recognized).
      - (2) Required courses and credits for minor or double majors.
      - (3) Period of study.
      - (4) Graduation requirements.
      - (5) Other requirements set by departments.
    - 4. Preliminary review results: After checking boxes for whether requirements are met in the review form, the review form shall be sent to the second review department for the second review.
  - (II) Second Review
    - 1. Second review department: Office of Academic Affairs.

2. Second review method: The second review is based on students' academic transcripts (including courses selected in the last semester) and preliminary review results.
3. Second review item:
  - (1) Courses and credits required for graduation (including compulsory, elective, and elective courses of other departments that are recognized).
  - (2) Required courses and credits for minor or double majors.
  - (3) Period of study.
  - (4) Graduation requirements.
4. Second review results: If the review finds that the students meet graduation requirements, the degree certificate will be printed accordingly.

VII. The review of graduation qualifications for the University's master's and PhD programs is divided into a preliminary review and second review. The procedures are as follows:

(I) Preliminary review

1. Preliminary review department: Departments or Institutes.
2. Preliminary review method: When a graduate student submits the "Degree Examination Application Form" in the middle of the semester, the department (institute) will conduct a preliminary review based on the student's academic transcript (including courses selected in the current semester) and the department's (institute's) graduation regulations.
3. Preliminary review items:
  - (1) Courses and credits required for graduation (including compulsory, elective, and elective courses of other departments or institutes that are recognized).
  - (2) Period of study.
  - (3) The preliminary draft of the thesis/dissertation.
  - (4) Students of PhD programs who have passed the PhD candidacy review and dissertation proposal review.
  - (5) Other requirements set by departments or institutes.
4. Preliminary review items: After checking boxes for whether requirements are met in the review form, the review form shall be sent to the second review department for the second review.

(II) Second Review

1. Second review department: Office of Academic Affairs.
2. Second review method: The second review is based on students' academic transcripts (including courses selected in the current semester) and preliminary review results.
3. Second review item:

- (1) Courses and credits required for graduation (including compulsory, elective, and elective courses of other departments or institutes that are recognized).
  - (2) Period of study.
  - (3) Students of PhD programs who have passed the PhD candidacy review and dissertation proposal review.
4. Second review results: Approved to take the degree examination after passing.
  5. The degree examination score must reach 70 points, thesis/dissertation revision and printing must be completed before the end of the semester, and school departure procedures must be completed before the degree certificate is issued.
- VIII. For students who are able to graduate by taking summer courses, the Office of Academic Affairs will conduct the second review after summer courses are completed. Students who fail to meet graduation qualifications will be handled according to the University's regulations for student status.
- IX. For students found to meet graduation requirements in the review, the Office of Academic Affairs will issue degree certificates every January and June upon receiving students' school departure forms and student IDs. However, if the graduate students completed the required courses and credits and are not taking any courses other than thesis/dissertation in the semester of the degree examination, the students may be conferred the degree certificate after completing school departure procedures.
- X. The preparation, registration and issuance of degree certificates are handled by the Office of Academic Affairs in accordance with regulations.
- XI. These Guidelines shall take effect after being approved in the Academic Affairs Meeting and submitted to the president for approval. The same shall apply to subsequent amendments.