

# Academic Regulations

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## Part 1 General Provisions

**Article 1** The university formulated these Academic Regulations to handles academic matters such as admissions, suspension, resumption, or termination of studies, transfer to other universities or departments, academic performance evaluation, and graduation according to the University Act, the Enforcement Rules of the University Act, the Degree Conferral Law, the Enforcement Rules of the Degree Conferral Law, and other relevant laws and regulations

## Part 2 Undergraduate students

### Section 1 Admission

- Article 2 Graduates from public or registered private senior high schools or equivalent schools, or students who possess equivalent academic qualifications as prescribed by the Ministry of Education and meet the public admission criteria are accepted to the undergraduate programs of this university as freshmen.
- Article 3 Applicants who possess one of the following qualifications and have successfully passed the exam for transfer students are eligible to commence their studies at the appropriate level of the respective college, department, or degree program:
1. Undergraduate students who have successfully completed all requirements of the freshman year.
  2. Undergraduate students who have successfully completed all requirements of the sophomore year or above (this includes students who terminated their studies).
  3. University graduates who have completed their military service or are not obliged to perform regular military service.
  4. Technical university and vocational college students and graduates
  5. Applicants with degrees that are equivalent to technical university diplomas
  6. Full- time students at open universities who have reached the required number of credits as prescribed by the Ministry of Education.
- Article 4 The guidelines for the administration of entrance and transfer exams and the admission process are stated elsewhere. The procedures for the administration of entrance and transfer exams are implemented upon approval by the Ministry of Education
- Article 5 The application and admission guidelines for foreign students are stated elsewhere. These guidelines are implemented upon approval by the Ministry of Education.
- Article 6 Applicants who meet the requirements for special student status as defined by the Ministry of Education can be assigned to the respective courses and programs as seen fit by the university
- Article 7 When newly admitted students or transfer students report for enrollment, they have to submit their academic certificates before they can register. Applicants who can provide a plausible reason and have submitted an application for a delayed submission of these documents which has been approved by the university are allowed to provide the required documents within a specified time frame after enrolling to avoid forfeiting their admission status and being expelled. If it is detected that the submitted documents have been forged, altered, or obtained in a fraudulent manner, the student will lose his enrollment status. The student's parents and guardians will be notified by the university and he/she will not receive any academic certificates. If fraud is detected after the student has graduated, his/her diploma will be revoked and the student will forfeit his/her graduation eligibility.

Article 8 If entrance exam fraud is verified in court or by the university, the student will forfeit his/her admission status

Article 9 If newly admitted students are not able to commence their studies as scheduled due to military service obligations, pregnancy, childbirth, or care for children under three years of age, they have to notify the university one week before the semester begins (parents or guardians are required to notify undergraduate degree programs or Bachelor programs at departments) and submit an application with the required documents to the Office of Academic Affairs to retain their admission status. Upon approval of their application, they will be allowed to defer their enrollment and are not required to pay any tuition or miscellaneous fees. Enrollment can be deferred for a maximum of one year. In case of military service obligations, enrollment can be deferred for the length of the service time. In case of pregnancy, childbirth, or care for children under three years of age, the granted deferral period is determined by the actual requirements based on the reasons given in the application in compliance with relevant laws and regulations. Students whose request to retain their admission status has been granted, have to follow the same enrollment procedures as freshmen when registering for the next semester or academic year.

Transfer students, students who have been admitted through a separate recruitment process to the bachelor's program, and graduate program candidates who have been put on a waiting list or have been specially recommended are not allowed to apply for deferral of enrollment except for reasons related to compulsory military service, pregnancy, childbirth, or child care.

Students who joined the "Youth Education and Employment Saving Accounts Program" and have been admitted can apply for deferral of enrollment or suspension after enrollment; the duration in question are no more than three years and not included in the original duration of deferral of enrollment or suspension.

## Section 2 Payment of fees, enrollment, and course selection

Article 10 Upon enrollment all fees have to be paid within a specified deadline (or a student loan has been secured) and the data have to be updated online. The tuition and fee standards are announced every semester before enrollment. If current students fail to register within the specified deadline, they will face expulsion. If transfer students or newly admitted students fail to meet the deadline for enrollment, they will forfeit their admission status. Students who suspend or terminate their studies shall apply for a refund of tuition and miscellaneous fees according to the MOE Fee Collection Guidelines for colleges and universities, the fee collection guidelines of individual colleges and universities, and the university guidelines for refunds in case of suspension or termination of studies.

Article 10.1 In order to protect the learning rights and interests of students who suddenly suffer from severe disasters and are entitled to activate the flexible completion mechanism and related supplementary measures can proceed in accordance with MOE's Guidelines for Protecting Learning Rights and Interests of College and

University Students Suffering from Sudden Severe Disasters.

Article 11 Students should follow the important reminders for the NDHU course registration process when signing up for courses. These reminders are stated elsewhere.

If students wish to sign up for summer courses, they should follow the Implementation Guidelines for Courses offered in Summer. These guidelines are stated elsewhere and have been reported to the Ministry of Education for future reference.

Applicable versions of the regulations governing course registration by students:  
Main Campus

Graduation qualifications are based on a curriculum plan selected by the student which was designed for a particular Academic Year during his/her study period.

Meilun Campus Graduation qualifications are based on the curriculum plan which was in effect in the year of enrollment.

Article 12 Students are not allowed to register for courses with conflicting schedules. Registration for these courses will be cancelled. If students reregister for courses which they have already selected and received credits for, no additional credits will be awarded and the scores will not be included in the average score for the semester.

Article 13 Score records kept by the Registration Section are based on the Course Selection Confirmation Form submitted to the Curriculum Section. Courses that do not appear on this form will not be counted even if scores have been awarded. If no scores are registered for courses that appear on the form, students will be awarded a 0 for that course. If courses included in the grade point average for the semester are marked as incomplete, the score assessment for that particular course has to be completed by the beginning of the next semester at the latest or the student will be awarded an O, which will be incorporated in the grade point average for the semester.

Article 14 If graduation candidates lack required credits, they have to complete these credits by the end of the second semester of the extended study period. Students who suspend their studies in the first semester will not be registered. The maximum and minimum number of credits per semester are based on the regulations in the curriculum plan of the respective department or degree program. Failure of students to follow the regulations regarding credit number requirements will also be handled according to the provisions in the curriculum plan of the respective department or degree program.

Article 15 The implementation guidelines for cross-campus course selection are stated elsewhere and have been reported to the Ministry of Education for future reference.

### Section 3 Leaves, truancy, and score deductions

Article 16 Students who are unable to attend their classes for certain reasons have to submit a leave application to the Office of Student Affairs in advance. If sick leaves exceed three days, a medical certificate from a hospital has to be provided.

Article 17 Approved leaves are regarded as authorized absence, while absence without approved leaves or after the expiry of leaves is considered truancy. Course instructors may impose score deductions for leaves or truancy as they see fit.

### Section 4 Government- sponsored students

Article 18 NDHU accepts government- sponsored and self- funded students. Publicly funded students enrolled in Bachelor programs of individual departments are entitled to government sponsorship. The rights and obligations of publicly funded students are based on the Teacher Education Law, Guidelines for the Award and Distribution of Public Grants for Teacher Education, and other related regulations.

Article 19 If the quota for publicly funded students has not been reached, it will be filled with self- funded students from the same department. Grants are received from the date the status is acquired until the completion of the pre- job teacher training. The guidelines for the filling of the quota are stated elsewhere.

Publicly funded students at NDHU who transfer to another university or department lose their eligibility for public grants and are required to pay back all received grants in one payment.

### Section 5 Transfers to other departments or degree programs, minor, double major and credit transfer.

Article 20 Students can apply for a transfer to another department or degree program after completing at least a whole semester of studies and meeting their Advisors for consultations. Students who apply for a transfer before the start of their junior year can commence their studies in the junior year of departments or degree programs of a similar nature. If they choose a department or degree program of a different nature, they have to commence their studies in the sophomore year. If, due to special circumstances, students apply for a transfer before the start of their senior year they can commence their studies in the junior year of departments or degree programs of a similar nature. Students who submit their applications at an even later point can transfer to a department or degree program of a similar nature and commence their studies in the appropriate year of study.

If students have to repeat a year due to a transfer to another department or degree program, the additional time will not be included in the calculation of the maximum

program length at the new department or degree program. The guidelines for transfer to another department or degree programs are stated elsewhere and have been reported to the Ministry of Education for future reference.

Students shall take courses related to minor, double major or various programs offered by NDHU or other universities from the second academic year. Students can take the aforementioned courses from other universities only when NDHU does not offer such courses; the guidelines are stated elsewhere and submitted to MOE for approval and future references.

Article 21 Students may request a transfer to another department or degree program only once and have to complete all courses and credits required by the new department or degree program before they can graduate. If a transfer request has been granted, students can cancel their request within two weeks after the start of the new semester after the admission announcement has been issued.

Article 22 Courses and credits required for transfer students are determined by the Dean of the new department.

Article 23 Students are under no circumstances allowed to apply for a transfer to another department or degree program if one the following conditions applies:

1. Suspension of studies (studies have not been resumed yet)
2. Students who are not allowed to request a transfer due to other relevant laws and regulations

Article 24 Students can apply for credit transfer if courses and credits have been successfully completed before enrollment or transfer to another department or degree program. Credit transfers applied to courses and credits of professional curricula of the department and General Education curricula shall be entered in the academic record without recording the scores. Credit transfers are handled according to the relevant NDHU guidelines.

Section 6 Suspension, resumption, and termination of studies and expulsions

Article 25 Students can apply for suspension of their studies due to serious diseases (medical certificate from an approved hospital required) or other special circumstances (for applications by undergraduate students the signature of approval by parents or guardians is required). Students whose request for suspension of studies has been approved, have to complete the check-out procedures before the suspension comes into effect.

Students who fail to register within the specified deadline and fail to apply for suspension of studies may receive special permission to apply for suspension of studies at a later date due to special circumstances. They have to pay all fees

required for enrollment before they can apply for suspension of studies and refunds according to the NDHU Guidelines for Refunds in case of Suspension or Termination of Studies.

Article 26 Students can apply for suspension of studies for one semester, one Academic Year, or two Academic Years. Students cannot resume their studies during the semester. Students shall not suspend their studies for more than two Academic Years. Documentation is required for suspensions due to military service, pregnancy, childbirth, or care for children under three years of age. These suspensions are not included in the calculation of maximum suspension periods. Students who wish to apply for further suspension of studies after suspensions amounting to two Academic Years can be granted an additional suspension of one semester or one Academic Year. Students who, due to special circumstances, are unable to resume their studies in a timely manner upon expiry of suspension periods have to submit the required documents to request the president's approval.

Article 27 Starting one week before the semester exam period, applications for suspension of studies for the current semester will not be processed unless special permission has been obtained from the president due to unique circumstances.

Article 28 If applications for suspension of studies have been approved, scores received during suspension periods will not be counted and students are not eligible for graduation during these periods.

Article 29 Before the expiry of their suspension periods, students have to apply for resumption of their studies (for applications by undergraduate students the signature of approval by parents or guardians is required) or they will face expulsion. Students will resume their studies in the subsequent year of study or semester in their original department or degree program. Students who apply for suspension of studies during the semester shall resume their studies in the same year of study or semester in their original department or degree program.

If the original department or degree program doesn't exist anymore or has been modified, the university will provide guidance for students so they can continue their studies in a suitable department or degree program.

Article 30 Students shall be expelled if one of the following conditions applies:

1. A student's extended study period has expired and he/she still hasn't successfully completed the required courses and credits and doesn't meet the English proficiency requirements of Bachelor programs to be eligible for graduation or relevant regulations of the assessment system. The English proficiency requirements of Bachelor programs and the assessment system are defined elsewhere.
2. Students fail to apply for further suspension of studies upon expiry of suspension periods.
3. Current students fail to register within the specified deadline without providing

a reason and haven't applied for suspension of studies.

4. Unsatisfactory conduct scores
5. Students apply for termination of studies on their own accord
6. GPA for the semester meets the criteria stated in Article 43 of the Academic Regulations.
7. Students who are simultaneously enrolled at another university without permission from NDHU
8. Students meet the criteria for expulsion stated in the NDHU Guidelines for Student Rewards and Penalties

Article 31 Students who applied for termination of studies on their own accord (for applications by undergraduate students the signature of approval by parents or guardians is required) have to complete the required check-out procedures before the termination comes into effect.

Article 32 Students who apply for termination of studies on their own accord or have been expelled by the university (publicly funded students have to pay back all grants they received during their studies) have to complete the required check-out procedures at the Registration Section. Students with official enrollment status and recorded academic scores who have studied at the university for at least one semester are eligible to apply for a certificate of study.

Article 33 Students shall forfeit their enrollment status if one of the following conditions applies (parents or guardians of undergraduate students will be notified and no academic certificates will be issued)

1. Submitted academic certificates such as diplomas, certificates of study, and academic background certificates have been forged, altered, or obtained in a fraudulent manner,
2. Student IDs, certificates of study, degree certificates, report cards, and academic transcripts issued by the university have been forged or altered.
3. Entrance exam fraud has been verified in court or by the university.
4. It is verified upon review that the admission or transfer qualifications do not comply with the requirements of the university.
5. Students meet the criteria for forfeiture of enrollment stated in the NDHU

Guidelines for Student Rewards and Penalties Students who have forfeited their enrollment status are still required to complete the check-out procedures. Students who graduated from this university will forfeit their graduation qualifications, and degrees and diplomas that have been awarded will be revoked. Publicly funded students are required to pay back all received grants in one payment.

Article 34 According to the university's appeal process for expulsions or forfeiture of enrollment status, the filing of an appeal does not prevent the implementation of the abovementioned sanctions until the final results of the appeal are announced. The student can however submit an application for continuation of studies to the Office of Academic Affairs after an appeal has been filed. The appeal guidelines



which are stated elsewhere will be implemented upon approval by the Ministry of Education.

Students who have received the abovementioned penalties and are allowed to resume their studies after filing further appeals or initiating administrative litigation (their internal appeals having been rejected) shall resume their studies within two years. If they are unable to resume their studies in a timely fashion due to special circumstances, they have to apply for suspension of studies for their period of absence. These suspensions will not be included in the calculation of study periods.

If the penalty is revoked as a result of the appeal process, the courses, credits, and scores awarded during this process will be recognized. If the original penalty is confirmed, a credit certificate will be issued for the credits awarded during this process.

## Section 7 Exams, scores, and make- up exams

Article 35 Student scores are divided into academic scores (including internships) and conduct scores. The maximum score for each category is 100. The university employs a letter grading system or a “Pass”, “Fail”, “Incomplete” assessment method for all academic scores. Conduct scores are assessed, evaluated, and registered based on the NDHU regulations for the assessment of conduct scores.

Students enrolled in Bachelor programs of individual departments or degree programs have to receive a score of C- or higher or a “Pass” grade to successfully complete the course. Students will not be awarded credits for failed courses.

The scores of students who commenced their studies on the Meilun campus in the Academic Year 2007/2008 or before are calculated based on the percentage system. The maximum score is 100, and the passing grade for undergraduate students is 60. Scores of students who enrolled on the Meilun campus after 2008/2009 are calculated based on the regulations in paragraph 1 and 2.

Article 36 There are three different types of academic evaluations for NDHU students:

1. In- class assessments
  2. Mid- term assessments
  3. Semester assessments
- The exam regulations are stated elsewhere

Article 37 Calculation methods and grading system for academics scores

1. Types of academic scores
  - a. Class performance scores: This score is determined based on in- class assessments, the mid- term assessment, lecture notes, study notes, and report and lab scores.
  - b. Semester scores: This score is determined based on the semester

assessment, final report, and class performance scores.

2. Average scores for the semester are calculated as follows
  - a. The number of credits for a subject are multiplied by the academic grade to obtain the number of grade points.
  - b. The sum of the credits for the courses that the student has registered for is the total number of credits.
  - c. The sum of the grade points for all subjects is the total amount of grade points.
  - d. The total amount of grade points is divided by the total number of credits to obtain the average score for the semester (GPA). This doesn't include summer courses.
  - e. Failed courses are included in the calculation of average scores
  - f. Pass/fail graded courses only earn students credits but do not count toward the average score.
  
3. Below is a conversion table between the letter grading system and the percentage system for the calculation of academic scores

Grade point average (GPA)	Percentage system	Letter grading system
4.5	90-100	A+
4.0	85-89	A
3.7	80-84	A-
3.3	77-79	B+
3.0	73-76	B
2.7	70-72	B-
2.5	67-69	C+
2.3	63-66	C
2.0	60-62	C-
1.0	50-59	D
0.0	<50	E

The scores of students who commenced their studies on the Meilun campus in the Academic Year 2007/2008 or before are calculated based on the percentage system. The grades on an academic transcript in English will appear as follows:

- A: 80-90
- B: 70-79
- C: 60-69
- D: 50-59
- E: 50<

4. Graduation GPA: Total number of grade points is divided by total number of credits awarded for all semesters (including summer courses)

Article 38 Average grades for the semester and graduation scores are calculated to the second decimal point. For students of the Meilun campus who commenced their studies in the Academic Year 2007/2008 or before, all scores are rounded up or down to the nearest integer. The average scores for the semester and the graduation scores are calculated to the second decimal point.

Article 39 If students attend courses that run for the whole Academic Year only for one semester or earn scores for only one semester, departments and degree programs shall determine whether these courses will count toward their graduation credits. If they are incorporated in the general education curriculum, credits for each semester can be listed separately.

Article 40 After student exam scores have been reported to the Registration Section by the instructor of the course, they cannot be modified. Mistakes or omissions by the instructor are handled according to the regulations in the Guidelines for the Modification or Late Registration of Scores by NDHU Instructors.

Article 41 Unexcused absence from exams will result in a grade of zero. If students are unable to attend exams due to leaves for official business, bereavement leaves, sick leaves, or other special circumstances, they are eligible for make-up exams if their leaves have been approved. Make-up exams will be administered within a specified time frame. No make-up exams will be administered after the deadline. Make-up exam scores will be graded according to the actual scores. Guidelines for make-up exams are stated elsewhere.

If approved leaves due to pregnancy, care for young children, and childbirth lead to absence, no score deductions are imposed. If students miss more than one third of all classes over the whole semester, make-up exams may be administered and other remedial measures imposed in a flexible manner based on the requirements and specific nature of the course. The results of make-up exams are calculated based on actual scores.

Article 42 Verified instances of exam fraud will result in a grade of zero for the respective exam and will be handled by the Office of Student Affairs according to the NDHU Guidelines for Student Rewards and Penalties based on the seriousness of the offense.

Article 43 Students whose GPA meets the mid-term early warning criteria or does not meet the minimum passing requirements (a GPA of 2.00 for Bachelor candidates and a GPA of 2.70 for Masters' candidates) shall receive learning guidance. Guidance is implemented according to the NDHU Guidelines for Academic Guidance. These Guidelines are stated elsewhere.

Students whose GPA does not meet the minimum requirements for two semesters in a row or a total of three semesters and who did not receive passing grades for more than two thirds of all attended courses shall be expelled.

The aforementioned regulations are not applied to students who fail to sign up for a minimum of 10 credits per semester but are holders of physical or mental disability certificates or whose physical or mental disabilities have been verified by government agencies.

Scores for physical education and military training (nursing) courses shall be included in the calculation of the aforementioned academic credits.

Article 44 The semester scores for each course are entered and uploaded by instructors via the online score registration system within 10 days for the first semester and two weeks for the winter semester after the final exam for the course has been administered.

Article 45 Entrance and transfer exam papers and score records submitted to the Office of Academic Affairs by instructors each semester shall be preserved by the Office for one year for reference purposes or review by superior administrative and educational agencies. Student exam papers are preserved by instructors as they see fit. Student semester scores kept by the Office of Academic Affairs shall be preserved permanently.

#### Section 8 Program duration and credits

Article 46 The university employs an academic year credit system with a total program duration of four years for all departments and degree programs.

Students who are unable to complete all required courses and credits within the regular program length can extend their study periods by a maximum of two years.

Students enrolled in a double major program who have successfully completed all required courses and credits for their first major within their extended study period but are unable to meet the requirements for their second major can apply for another one-year extension.

The regulations and requirements for students enrolled in a program with a second major, a minor, and an elective are based on the NDHU Implementation Guidelines for Academic Programs. These guidelines are stated elsewhere.

Holders of physical or mental disability certificates or students whose physical or mental disabilities have been verified by government agencies are eligible for extensions up to four years depending on their physical and mental conditions and their study needs.

In case of pregnancy, childbirth, or care for children under three years of age, students can also apply for extensions by providing the required documentation. The granted extensions are determined based on the reasons stated in the application as well as actual requirements.

Article 47 Credit calculations for NDHU academic programs: One credit is awarded for courses lasting a total of 18 hours; one credit is awarded for internships or lab courses that run for one semester (18 weeks) and meet two to three hours a week.

Article 48 Students enrolled in departments or degree programs (including publicly funded students) shall complete the required courses and credits as specified in the regulations. Students who successfully complete all required courses and credits of a department or degree program one semester or one year before reaching the scheduled program length still have to register for the next semester unless they qualify for early graduation due to outstanding academic performance as specified in the Guidelines for Early Graduation. These Guidelines are stated elsewhere and have been reported to the Ministry of Education for future reference.

Article 49 Transfer students have to complete the required courses and credits of NDHU departments and degree programs after transferring to the university.

#### Section 9 Graduation and degrees

Article 50 Students who meet the required criteria and the following regulations are eligible for graduation:

Graduation qualifications are determined based on a curriculum plan which was designed for any Academic Year during the student's study period. Students shall select a plan in the first primary graduation assessment. Once a plan has been selected, all graduation qualifications will be determined based on the regulations in this plan.

1. Regulations applying to the Academic Year 2006/2007 (the original Meilun Campus 2008/2009) and before: Successful completion of all required courses and credits within the program duration. Minimum number of credits: 128.
2. Regulations applying to the Academic Year 2007/2008 (the original Meilun Campus 2009/2010) and later: Based on the Implementation Guidelines for Academic Programs, students have to satisfy the requirements of both the major program and the General Education Curriculum and acquire a minimum of 128 credits to qualify for graduation. If students are unable to reach the required number of credits after completing the aforementioned programs, they can freely select other courses to satisfy the credit requirements. These regulations are not applied to the special projects applied by Schools or Committee for General Education, passed by NDHU's Academic Council and approved by MOE.
3. Students who meet the English proficiency requirements, cross-field self-study requirements and physical fitness requirements of Bachelor programs

and the criteria of the assessment system.

4. The conduct scores for every semester have to meet the passing requirements.
5. In accordance with the regulations of Standards for Recognition of Equivalent Educational Levels for University Admission, students who are admitted and regarded by NDHU as second-year students of the 2-year senior high school program shall acquire at least 12 more credits for graduation. The additional credits and courses taken are to be determined by related departments or degree programs.

The guidelines for reviewing students' graduation qualifications, academic program implementation and cross-field self-study assessment are stated elsewhere.

Article 50 .1 For students who meet the requirement of Article 51 or Article 69 for graduation but are involved in sexual assault, sexual harassment or sexual bullying, if the graduation is due before the investigative procedures of NDHU's Gender Equity Education Committee (GEEC) come to an end or fearing that either expulsion or termination of studies can be determined due to the misconduct in question, the issuing of the degree certificate can be temporarily postponed upon GEEC's resolution and the signed approval of both the Office of Student Affairs and the Office of Academic Affairs.

Article 51 Graduation candidates who meet the abovementioned criteria are awarded Bachelor degrees based on their home colleges, departments, and degree programs. Diplomas will be awarded by the university as soon as the check-out procedures are completed.

Article 52 Students can pursue further studies at partner universities based on academic cooperation contracts signed with international universities and mutual recommendations and admission regulations and receive degrees from both schools in compliance with the graduation requirements of both schools.

Each department and degree program can design dual degree programs with their own course and credit requirements in cooperation with international universities based on actual needs. These programs will be implemented after they have been discussed and approved by the Curriculum Committee and the Academic Affairs Committee.

If students who have been authorized to enroll in dual degree programs at international universities are unable to complete their assignments at the international university for certain reasons and have not reached the maximum program duration after adding up the study periods at both schools, they have to submit a report and related documents and certificates two weeks before the official start of the classes as indicated in the event schedule to apply to the Office of Academic Affairs for a return to their original department or degree program and continue their studies in the appropriate year of study. Successfully

completed courses and credits at international universities can be transferred according to the NDHU Guidelines for Credit Transfer.

The Implementation Guidelines for dual degree programs which are jointly organized by NDHU and international universities are stated elsewhere and have been reported to the Ministry of Education for future reference.

### Part 3 Graduate students

#### Section 1 Admission

- Article 53 Holders of Bachelor degrees from public or registered private universities (including independent colleges) or foreign universities accredited by the Ministry of Education or equivalent degrees as specified by the Ministry of Education. Applicants for MA or PhD programs are required to successfully pass an entrance exam for PhD and MA candidates. The regulations for the PhD and MA entrance exam are stated elsewhere.
- Article 54 Foreign students who meet the required criteria will be admitted to the NDHU MA and PhD programs. The guidelines are stated elsewhere and will be implemented upon approval by the Ministry of Education.
- Article 55 The enrollment procedure for graduate students is handled according to the regulations in Article 7 of the Academic Regulations.
- Article 56 Retention of admission status is handled according to the regulations in Article 9 of the Academic Regulations Section 2 Payment of fees, registration, and course selection
- Article 57 Unless stated otherwise, the payment and registration procedures for graduate students are handled according to the regulations in Articles 10 and 14 of the Academic Regulations
- Article 57.1 Graduate students who suffer from sudden severe disasters shall follow the regulations in Article 10.1 of the Academic Regulations in terms of learning rights and interests.
- Article 58 Unless stated otherwise, course selection by graduate students is handled according to the regulations in the relevant articles for undergraduate students in these Academic Regulations.

Article 59 The required number of credits per semester for graduate students is determined by individual departments and degree programs. However, credits awarded for the completion of undergraduate courses will not count toward the total number of credits required for graduation.

Part 3 Leaves, truancy, and score deductions

Article 60 Leaves, truancy, and score deductions are handled according to the regulations in Articles 16 and 17 of these Academic Regulations

Part 4 Transfer to other departments or degree programs

Article 61 Graduate students can apply for a transfer to another department or degree program before the start of the second semester. Unless stated otherwise, transfer to other departments or degree programs by graduate students are handled according to the regulations in Articles 21, 22, 23, and 24 of these Academic Regulations. The guidelines for transfers to other departments or degree programs are stated elsewhere.

Section 5 Suspension, resumption, termination of studies and expulsions

Article 62 Unless stated otherwise, suspension, resumption, and termination of studies and forfeiture of enrollment status are handled according to the regulations in Articles 25, 26, 27, 28, 29, 31, 32, 33, and 34 of these Academic Regulations.

Article 63 Graduate students shall be expelled if one of the following conditions applies:

- 1 A student's study period has expired and he/she still hasn't successfully completed the required courses and credits, doesn't meet the English proficiency requirements as specified in the curriculum plan of the department or degree program, or hasn't completed and submitted his thesis as specified in the regulations.
- 2 Students meet the criteria for expulsion stated in the NDHU Guidelines for Student Rewards and Penalties.
- 3 Students fail to resume their studies or apply for further suspension of studies upon expiry of suspension periods.
- 4 Current students fail to register within the specified deadline without providing a reason and haven't applied for suspension of studies. Newly admitted students are handled according to the regulations in Article 10 of these Academic Regulations.



- 5 Unsatisfactory conduct scores.
- 6 Graduate students fail their degree examinations and are not eligible for a make-up exam or fail the make-up exam.
- 7 PhD candidates fail to successfully pass their qualification examination in the required year and within the required number of attempts as prescribed by individual departments.
- 8 Students apply for termination of studies on their own accord.
- 9 Students who are simultaneously enrolled at another university without permission from NDHU.
- 10 Plagiarism or fraud in thesis, literary or artistic creation, displays and performances, written reports or technical reports.
11. Plagiarism or fraud in the thesis. If fraud is detected after the student has graduated, his/her diploma will be revoked and the student will forfeit his/her graduation qualification. The student will be ordered to return his/her diploma and other colleges, universities, relevant institutions and organizations will be notified.

## Section 6 Exams, scores, and make-up exams

Article 64 Unless stated otherwise, exams, scores, and make-up exams for graduate students are handled according to the regulations in Paragraph 1 of Article 35 as well as Articles 36, 38, 39, 40, 41, 42, 43, 44, 45. A letter grading system is employed for degree examinations with a passing grade of B- for all departments and degree programs. No credits are awarded for failed exams.

The scores of students who commenced their studies on the Meilun campus in the Academic Year 2007/2008 or before are calculated based on the percentage system. The maximum score is 100, and the passing grade for graduate students is 70. The scores of students who enrolled in 2008/2009 or later are handled according to the regulations stated in paragraph 1.

Article 65 Calculation methods and grading system for academics scores of graduate students

### 1. Types of academic scores

- a. Class performance scores: This score is determined based on in-class assessments, the mid-term assessment, lecture notes, study notes, and report and lab scores.
- b. Semester scores: This score is determined based on the semester assessment, and class performance scores.

2. Average scores for the semester are calculated as follows (non-graduate programs are excluded)

- a. The number of credits for a subject are multiplied by the academic grade to obtain the number of grade points.
  - b. The sum of the credits for the courses that the graduate student has registered for is the total number of credits.
  - c. The sum of the grade points for all subjects is the total amount of grade points.
  - d. The total amount of grade points is divided by the total number of credits to obtain the average score for the semester (GPA). This doesn't include summer courses.
  - e. Failed courses are included in the calculation of average scores
  - g. Pass/fail graded courses only earn students credits but do not count toward the average score.
  - h. If students didn't complete their thesis, the score of the degree examination will not be included in the calculation of the graduation score.
3. For a conversion table between the letter grading system and the percentage system for the calculation of academic scores please refer to Article 37

The scores of students who commenced their studies on the Meilun campus in the Academic Year 2007/2008 or before are calculated based on the percentage system. The grades on an academic transcript in English will appear as follows:

- A: 80-90
- B: 70-79
- C: 60-69
- D: 50-59
- E: 50<

Scores of students who enrolled in 2008/2009 or later are calculated based on the letter grading system.

4. The graduation scores of graduate students are calculated based on the results of the degree examination (50%) and the GPA (50%).

## Section 7 Program duration and credits

Article 66 The university employs an academic year credit system with a total program duration of two to seven years and one to four years for PhD programs and MA programs of all departments and degree programs, respectively. Part-time graduate students can extend their study periods for a maximum of 2 years.

The required number of total credits for graduate students is determined by individual departments and degree programs.

Graduate students who are holders of physical or mental disability certificates, whose physical or mental disabilities have been verified by government agencies, or who are pregnant, giving birth or nursing toddlers under three years old with supportive evidences can apply for extension following the Article 46.

Article 67 Credit calculations for NDHU graduate students: One credit is awarded for courses lasting a total of 18 hours One credit is awarded for internships or lab courses that run for one semester (18 weeks) and meet two hours or three hours a week.

Article 68 Graduate students may apply for the transfer of credits successfully completed before enrollment according to the NDHU Credit Transfer Guidelines.

## Section 8 Graduation and degrees

Article 69 PhD and MA candidates are eligible for graduation if they meet the following criteria:

1. Successful completion of courses and credits required by individual departments and degree programs within the program duration and satisfaction of the English proficiency requirements required for graduation as specified in the curriculum plans of individual departments and degree programs.
2. Ph.D. and MA candidates have to both pass all related examinations and meet all related regulations stated in NDHU's *Guidelines for Giving Ph.D. and MA Degrees.*
3. The conduct scores for every semester have to meet the passing requirements

Article 70 Graduate students who meet the abovementioned criteria are awarded PhD or MA degrees according to the NDHU Guidelines for the Award of Degrees and will be presented with a PhD/MA diploma by the university upon completion of the check-out procedures.

Article 71 Degree examinations have to be completed by January 31 in the first semester or July 31 in the second semester. Diplomas are presented in January (first semester) or June (second semester) respectively. Only students who have successfully completed all required courses and credits and don't sign up for any courses in the semester of the degree examination shall be presented with a diploma in the month of the successful passing of the degree exam and completion of the check-out procedures.

Article 72 The regulations governing the direct admission to PhD programs are stated elsewhere.

Article 73 Unless stated otherwise, dual degree programs organized in cooperation with international universities for graduate students are handled according to the regulations in Article 52 of the Academic Regulations.

Part 4 Student status management

- Article 74 Detailed records will be kept of the following student data: Name, gender, indigenous tribe, physical and mental disability, birth date, permanent address, contact number, ID number (or ARC number), nationality of foreign students, country of residency of overseas Chinese students, enrollment status, educational level during enrollment, date of enrollment, home college, department, degree program, section, and class, suspension and resumption of studies, transfers to other departments, sections, or degree programs, minors, double majors, scores for courses and credits, graduation dates, awarded degrees (or record of expulsion), name of parents or guardians, correspondence address and contact number. Student names, birth dates, and enrollment statuses are based on the data provided by students when reporting for a test or during the admission or enrollment process or as stated on the documents submitted during the admission process. If the data in academic certificates do not match those on the Personal ID, entries will be based on the information on the ID with the provision that the academic certificates have to be updated by the respective educational institutions which the student graduated from within a specified deadline.
- Article 75 Student data such as home colleges, departments, or degree programs, years of study, academic records as well as registration records, suspension and resumption of studies, expulsions, transfers to other departments or degree programs, minors, and double majors are based on the original enrollment and score records kept by the Registration Section of the Office of Academic Affairs. All student data and scores should be entered and preserved properly.
- Article 76 Currently enrolled students and university alumni shall provide documents issued by household registration offices when applying for a name or birth date change. Diplomas issued upon graduation are affixed with the seal of the university.
- Article 77 Admissions and enrollment of Overseas Chinese students, foreign students, Mongolian and Tibetan students returning for advanced studies from abroad, students with aboriginal status, students with physical or mental disability certificates or students whose physical or mental disabilities have been verified by government agencies, children of expatriates, and university students with outstanding athletic talent that meet the criteria as defined by the Ministry of Education are handled according to the stipulations in the Academic Regulations unless stated otherwise in relevant laws and regulations.
- Article 78 Regulations governing the handling of the enrollment status during stays abroad are stated elsewhere and have been reported to the Ministry of Education for future reference.

Part 5 Supplementary provisions

Article 79 The forms and documents required for these Academic Regulations and the fee standards are stated elsewhere.

Article 80 For matters that are not specified in these guidelines, the related regulations and guidelines of the university and the relevant laws and regulations of the Ministry of Education shall apply.

Article 81 Individual departments and degree programs are entitled to formulate additional regulations regarding study requirements based on the relevant laws and academic regulations.

Article 82 The Academic Regulations of NDHU and all amendments are subject to approval by the Academic Affairs Committee and the Executive Council before they are announced and implemented and shall be reported to the Ministry of Education for future reference.

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