

Deh Yu College of Nursing and Health

Undergraduate and Graduate Student Status Rules

Taiwan Education Technology (IV) No. 1140065141

Part One: General Provisions

- Article 1 This university has formulated these rules of student status hereinafter referred to as these Rules) in accordance with the University Law, the Implementing Regulations of the University Law, the Degree Conferral Law, and other relevant regulations.
- Degree programs established in accordance with the "University Act and its Enforcement Rules" shall be subject to the relevant provisions of these Rules and any other regulations established in accordance with these Rules, depending on the class type.
- Article 2 Unless otherwise stipulated by law, this school shall handle all matters related to student registration in accordance with these school rules.

Part Two: Undergraduate Department

Chapter 1 Enrollment

- Article 3 At the beginning of each academic year, our school will openly enroll new students for the first year of the four-year program, the third year of the two-year program, and the post-bachelor's degree program. The enrollment regulations will be submitted to the Ministry of Education for approval before enrollment will be carried out. The enrollment brochure will be set separately.
- Article 4 Our school offers four-year and two-year programs, as well as postgraduate second degree programs. Admission requirements are as follows:
- I. Four-year program: Graduates of public or registered private senior high schools or equivalent schools, or those with equivalent academic qualifications, who are admitted through open enrollment.
 - II. Two-year program: Graduates of public or registered private junior colleges or higher education institutions, or foreign junior colleges or higher education institutions that meet the Ministry of Education's accreditation requirements, or those with equivalent academic qualifications, who are admitted through open enrollment.
 - III. Post-Bachelor's Degree with Second Specialty: Graduates of public or registered domestic universities or independent colleges, or foreign universities or independent colleges that meet the Ministry of Education's accreditation requirements, who have obtained a bachelor's degree or higher, and who have completed their military service or are not subject to military service obligations.
- The standards for equivalent academic qualifications in the preceding paragraphs shall be handled in accordance with the regulations of the Ministry of Education.
- Article 5 Our school is authorized to enroll international students (including overseas Chinese students, students from mainland China, Hong Kong, and Macau, students in dual-degree programs, overseas Form 5 students, and foreign students) in accordance with the relevant laws and regulations of the Ministry of Education. Specific enrollment regulations will be formulated separately and submitted to the Ministry of Education for approval.
- The recognition of academic qualifications obtained by international students mentioned above will be handled in accordance with relevant regulations.

- Article 6 All newly admitted students and transfer students should come to the school to complete the enrollment procedures on the specified date. Those who fail to complete the procedures by the deadline or whose procedures are incomplete will have their enrollment qualifications revoked.
- Article 7 New students who are unable to enroll on time due to serious illness, pregnancy, childbirth, raising children under three years old, or other special circumstances should submit relevant supporting documents to the school for approval before the registration deadline. Their enrollment status will be retained for one year without any fees.
- Senior high school graduates participating in the "Youth Education and Employment Savings Account Program" who are admitted to this school may apply to retain their enrollment status or apply for a leave of absence after enrollment. The period is limited to three years and is not included in the original calculation of the retention period or leave of absence.
- If a student is drafted into military service during the retention period, they may continue to apply to retain their enrollment status until the end of their service. Transfer students who have already obtained transfer eligibility should retain their enrollment status due to pregnancy, childbirth, or raising children under three years old. The procedures for students applying to retain their enrollment status are stipulated separately.
- Article 8 New students and transfer students must present valid academic credentials and other required documents upon enrollment in order to be admitted. If there is a legitimate reason, an application for an extension to pay the required documents must be submitted first. If approved, the student may enroll, but must pay the required documents within the specified period; otherwise, their enrollment will be cancelled.
- Article 9 If, after enrollment, a new or transfer student is found to have cheated during the entrance examination or if any of their submitted academic credentials or other required documents are found to be fraudulent, forged, or altered, their admission will be revoked. Those already registered will be expelled and will not be issued any supporting documents related to their studies. If discovered after graduation, the school will revoke their graduation and recover or cancel their degree certificate.
- If a student is found to have committed fraud or misconduct in their studies, in addition to the revocation of their degree, a public announcement will be made canceling their degree certificate.

Chapter Two: Payment, Registration, Course Selection, and Credit Transfer

- Article 10 Students should register at the school on the designated dates each semester. New students should bring their admission notice and academic credentials, while returning students should bring their student ID. Registration may be postponed for up to two weeks (including holidays) if necessary due to illness, pregnancy, childbirth, caring for children under three years old, or other special circumstances requiring supporting documentation and prior approval. Students who fail to register without prior approval or after the approved leave period will have their admission revoked (new students) and will be expelled (returning students) without applying for a leave of absence. Students needing to defer conscription or be called up later should comply with the Ministry of the Interior's Military Service Act and apply to the Student Affairs Office with the relevant documents during registration.
- Article 11 Students must pay all fees and select courses within the school's designated period each semester to complete registration. Failure to complete registration by the deadline, without applying for a leave of absence, will result in expulsion.
- Refunds for students who apply for a leave of absence or withdrawal after enrollment will be processed according to the Ministry of Education's regulations.

Article 12

Students must select courses according to the curriculum set by each department. Specific procedures for course selection, inter-departmental course selection, and inter-university course selection are outlined separately.

For flexible course selection for male students serving in the military, please refer to the university's "Regulations for Flexible Course Selection During Military Service for Bachelor's Degree Students."

Article 13

Not available for inspection

Credits earned by students in subjects they have completed and passed before enrolling in this school, or credits earned through off-campus learning, may be credited for graduation upon application. Students must complete at least one year of study at this school to graduate.

The "Student Credit Transfer Regulations" will be stipulated separately.

I. Principles for Credit Transfer:

- (I) The actual number of credits transferred will be processed according to the relevant standards determined by each department and the General Education Center.
- (II) New students and transfer students should submit applications for all credit transfers within one week of the start of the semester. Applications submitted after this period will not be accepted.
- (III) The names or substantive content of the credit transfer subjects should be consistent.
- (IV) The credit transfer subjects should have a considerable degree of relevance and reasonableness.
- (V) When more credits are transferred than fewer, the fewer credits will be recorded. When fewer credits are transferred than more, the teaching unit should designate supplementary courses to make up the difference. If there are no supplementary courses with the same name, similar content, or similar nature, credit transfer will not be processed.
- (VI) If some required courses have been discontinued or the department or degree program has ceased enrollment, alternative courses and matching arrangements should be submitted.
- (VII) Students who fail a course are not eligible for credit transfer. (VIII) Students who participate in off-campus educational training and research development programs organized by the university during the semester, with the university's approval, and who meet the course requirements, may apply for credits to be counted as professional courses. The recognition of the aforementioned off-campus learning achievements shall be handled by a review committee composed of relevant units convened by each department.

II. Maximum Credit Transfer:

- (I) The total credit transfer for new students shall not exceed one-half of the minimum graduation credits stipulated by each department (graduate students must first deduct thesis credits). However, credits obtained at the university in accordance with legal regulations are not subject to this limit.
- (II) The total credit transfer for transfer students shall be based on the credit schedule required by the department they are transferring to, and the maximum credit transfer shall not exceed the total number of credits already taken in that class.
- (III) Students admitted with equivalent academic qualifications and who have obtained a certificate of continuing education credits shall apply for credit transfer in accordance with Article 14 of the "Regulations Governing the Implementation of Continuing Education for Junior Colleges and Above." After credit transfer, their on-campus study period shall not be less than one-half of the required study period and graduation credits, and shall not be less than one year.

- Article 14 Students who complete and pass the professional courses in the various credit programs offered by our school in accordance with regulations may apply for credit exemption after passing the entrance examination, and these credits may be counted as graduation credits.
- Article 15 Students must add or drop courses within the stipulated period each semester. The application must be approved by the department head and submitted to the Academic Affairs Office for processing. Applications submitted after the deadline will not be accepted. Students who fail to complete the addition or drop procedures as required will not have their credits recognized and will receive a zero grade. Students must not have their required credits exceed or fall below the total number of credits stipulated for each semester due to adding or dropping courses.
- Article 16 Students extending their study period should return to campus within the time specified by the school to register and select courses. The course selection procedures are the same as for current students. Students who select 10 or more credits in a semester should still register and pay fees as regular students.
- Article 17 Students are not allowed to take subjects whose class times conflict with each other; otherwise, all scores for the subjects taken in conflicting classes will be zero. Subjects that have already been passed may not be taken again.
- Article 18 The school may offer courses during the summer vacation as needed for teaching purposes; the specific arrangements for summer courses will be determined separately.

Chapter 3 Duration of Study, Credits, and Grades

- Article 19 Our university adopts an academic year credit system. For four-year programs, the study period is generally four years, and students must complete at least 128 credits (excluding required zero-credit courses) of compulsory and elective courses to graduate. For two-year programs, the study period must be no less than two years, and students must complete at least 72 credits (excluding required zero-credit courses) of compulsory and elective courses to graduate. Departments may increase the required graduation credits based on actual needs; the specific credit requirements will be determined separately by each department.
- Post-Bachelor's degree programs with a second specialty have a study period of one to two years, requiring at least 48 credits. Credits earned by students in related fields at the bachelor's degree level or above before enrollment can be transferred, but the required graduation credits must still be no less than 40 credits. Students who fail to complete the required credits within the stipulated study period may extend their study period, up to a maximum of two years.
- Graduates from overseas or Hong Kong/Macau schools of equivalent grade level and type, whose graduating year is equivalent to the second year of senior high school in mainland China, will need to take an additional 12 credits according to the regulations of each department, and their study period may be extended by one year. Students who have already completed pre-university courses offered by local universities or colleges recognized by the Ministry of Education or extended credit programs offered overseas by universities in Taiwan and officially admitted to our university are eligible for credit transfer.
- Bachelor's degree students born after January 1, 2005, who have been serving their full term in the armed forces (one-year term) since January 1, 2014, will be handled according to the university's regulations on flexible study period for bachelor's degree students who serve during their studies.
- Article 20 The calculation of credits for each subject is based on a minimum of 18 hours of instruction. The calculation of credits for internships (experiments) is based on a minimum of 36 or 54 hours of instruction, with the actual number of hours of instruction determined by each department.

- Article 21 Students must complete at least 12 credit hours and no more than 24 credit hours per semester in the first, second, and third years of a four-year program; and at least 9 credit hours and no more than 24 credit hours in the fourth year. For two-year programs, the minimum credit hours are 12 credit hours in the third year and 9 credit hours in the fourth year. Students completing an off-campus internship for the entire semester or extending their study period are not subject to the minimum credit hour requirement. Students pursuing a second bachelor's degree with a post-graduate major are not subject to the aforementioned restrictions on the number of credit hours per semester. Students with excellent academic performance who meet the standards set by their respective departments, or who wish to transfer to another department, repeat a program, or pursue a new degree, may, with the approval of their department head and the approval of the Academic Affairs Office, take one or two additional courses, up to a maximum of four credit hours.
- Graduating students or those who fail to complete the required minimum number of credits for special reasons should apply for exemption from this restriction upon approval. However, they will not be entitled to a refund of tuition and fees or to receive any scholarships or grants related to their academic performance for that semester. Those who fall below the minimum number of credits and fail to apply as required will be ordered to suspend their studies.
- Article 22 Student academic performance is assessed in three ways:
1. Regular Assessment: Assessed by the instructor at any time through written tests, oral exams, review of notes, reports, completion of exercises, and overall classroom participation.
 2. Midterm Exam: Held during the semester within a specified timeframe.
 3. Final Exam: Held at the end of the semester within a specified timeframe.
- The academic performance assessment standards and their weighting are determined and announced by the instructor and clearly stated in the course syllabus.
- Article 23 Graduating students will take courses with lower-grade students, and their final exams will still be held at the same time as the lower-grade students' exams.
- Article 24 Student grades are divided into academic performance (including internships, experiments, physical education, and national defense education military training courses) and conduct. Daytime students are also required to take service-learning courses; the implementation methods for service-learning will be stipulated separately. Student grades are calculated using a percentage system. One hundred points is the maximum score, and sixty points is the passing score. The percentage system, grade system, and point system are as follows:
1. 80 points and above: Grade A (A), 4 points.
 2. 70 to 79 points: Grade B (B), 3 points.
 3. 60 to 69 points: Grade C (C), 2 points.
 4. 50 to 59 points: Grade D (D), 1 point.
 5. Below 49 points: Grade E (E), 0 points.
- Article 25 The semester grades for each subject are calculated by the instructors based on daily assessments, midterm exams, and final exams. The grades are then entered into the grade system within the time limit specified by the school, and submitted after confirmation that they are correct, thus completing the grade submission process.

- Article 26 The calculation methods for students' semester average grades and graduation grades are as follows:
1. The credit hours of a subject are multiplied by the grade for that subject to obtain the integral.
 2. The sum of the credit hours of all subjects taken is the total credit hours.
 3. The sum of the integrals of all subjects is the total integral.
 4. The total integral is divided by the total credit hours to obtain the semester academic grade (calculated to two decimal places, rounded to the nearest hundredth).
 5. The calculation of the semester academic average includes zero grades and failed subjects, but excludes subjects offered during the summer.
 6. The total integral of all semesters (including failed subjects and subjects offered during the summer) is divided by the total credit hours of all semesters (including failed subjects and subjects offered during the summer) to obtain the graduation grade (calculated to two decimal places, rounded to the nearest hundredth).
- Article 27 Once student grades have been assessed by instructors and submitted to the Academic Affairs Office's Registration Section, they cannot be changed. However, if errors are found in exam registration, grade calculation, or omissions, corrections may be made only after verification by the instructor in conjunction with the Academic Affairs Office and approval by the Academic Affairs Meeting.
- The aforementioned grade corrections must be submitted no later than six weeks after the start of the following semester. If the grade correction involves a student's graduation or withdrawal, it must be submitted no later than two weeks after the start of the following semester. If the omission is indeed due to the student's own negligence in course selection or addition/dropping, the grade cannot be corrected, and the course credits will not be recognized.
- Article 28 Students who are unable to attend midterm or final exams due to illness (with a medical certificate from a hospital at the regional level or above), major accidents, or family emergencies, must request leave from their instructor or lecturer no later than four days from the exam date, following the school's student leave application procedures. Failure to do so will be considered an absence without leave.
- Make-up exams for midterms or finals will be handled individually by the lecturer. Make-up assignments should be completed within two weeks of the exam date, except in special circumstances with approval. Students who are absent without leave on the designated make-up exam date will not be allowed to request a make-up exam.
- Article 29 Students who are unable to attend midterm or final exams due to pregnancy, childbirth, caring for children under three years old, serious illness requiring hospitalization, serious illness, or force majeure, and are unable to take make-up exams as scheduled, may submit a diagnostic certificate from a regional or higher-level hospital or other valid supporting documents. Daytime students should apply to the Academic Affairs Office (Continuing Education students to the Continuing Education Office). With the consent of the course instructor and the teaching unit, the application will be submitted to the Dean of Academic Affairs for approval. The grade for each subject may be flexibly handled by the instructor depending on the circumstances and the nature of the subject.
- Students who miss more than one-third of the total class hours in the semester due to pregnancy, childbirth, or caring for children under three years old may have their grade flexibly handled through make-up exams, depending on the needs and nature of the subject. The make-up exam grade will be calculated based on the actual grade.

- Article 30 Students who fail a subject are not allowed to retake the exam or receive credits; students who fail a compulsory subject (including zero-credit subjects) must retake the course.
- Article 18 For courses with a specific order, students who have not taken the prerequisite courses or have failed the prerequisite courses may not take subsequent courses without the approval of the instructor and the department head; otherwise, the grades for those courses will not be counted. However, for courses with consecutive elements, the course schedule of the university shall apply.
- Article 32 Students who cheat during exams will receive a zero score for that subject and will be subject to appropriate disciplinary action according to the "Student Code of Conduct and Reward and Punishment Measures" depending on the severity of the offense.
- Article 33 All student examination papers should be properly kept by the school for future reference or review by the competent education administrative authority, and should be retained for a full year. However, for those who file appeals in accordance with regulations, the papers should be retained until the appeal process or relief process is concluded. All student grades should be properly recorded and permanently retained.
- Article 34 The student's department, year of study, academic performance, and student records such as registration, leave of absence, resumption of study, change of department, withdrawal, transfer, and graduation are all based on the original records of the Academic Affairs Office.
- Article 35 The school's student conduct code of conduct and reward and punishment measures, student conduct performance evaluation methods, and other related matters will be stipulated separately.

Chapter Four: Leave of Absence, Suspension of Study, Resumption of Study, and Withdrawal from School

- Article 36 Students who are unable to attend class due to unforeseen circumstances must apply for leave from the Student Affairs Office in accordance with the school's "Student Leave Regulations." Approved leave constitutes absence (except for official leave, serious illness, and maternity leave). Absence without leave or with an unapproved leave constitutes truancy. Absence from an exam without leave or with an unapproved leave constitutes truancy.
- Article 37 Students who miss one-third or more of the total class hours for a particular subject in the entire semester are not allowed to take the final exam for that subject. However, this does not apply to students who are absent due to serving as student representatives at various school meetings, attending relevant meetings, representing the school in off-campus activities and having been granted official leave, or due to serious illness, pregnancy, childbirth, or approved leave for raising children under three years old, or maternity leave; or those who have received tutoring from the instructor and are not penalized for missing the exam.
- Article 38 Not available for inspection Students may apply for a leave of absence from school at the Academic Affairs Office for any reason. Minors and students under guardianship who wish to take a leave of absence voluntarily must obtain the consent of their parents or guardians before the leave can be processed.
- A leave of absence can be applied for at a time for one academic year, and the cumulative leave of absence can generally be for a maximum of two academic years. If a student is unable to return to school on time due to illness or special circumstances, the leave of absence may be extended according to the "Leave of Absence and Resumption of School Procedures," which will be stipulated separately.
- Article 39 If a student is drafted into military service during their leave of absence, they must submit a certificate of enlistment, a draft order, or a copy of their military ID to the school to apply for an extension of their leave of absence. The time

served in the military will not be counted towards the leave of absence period. After the service period is completed, the student must submit a discharge order and apply to the school on the registration date to resume their studies.

- Article 40 Students who need to suspend their studies due to pregnancy, childbirth, or raising children under the age of three may apply for an extension of their suspension period by providing a doctor's certificate or other relevant valid supporting documents. Each extension is limited to one year, and the period of suspension applied for is not counted in the total suspension period.
- Article 41 A student may be granted a leave of absence under any of the following circumstances:
1. The student's absences from class for one-third or more of the total required class hours for the semester, starting from the first day of class.
 2. The student's total credit hours for the semester are below the minimum required credit hours.
 3. The student is required to take a leave of absence by a resolution of the school's Student Awards and Punishments Committee.
- Article 42 When a student who has taken a leave of absence resumes their studies, they should enroll in the academic year or semester immediately following their original department. If a student takes a leave of absence mid-semester, they should enroll in the academic year or semester in which they originally took a leave of absence.
- If the department in question changes or ceases operation, the resuming student may transfer to an appropriate department within the university.
- Article 43 Students shall be dismissed from the university under any of the following circumstances:
1. Failure to register by the due date or failure to resume studies after the expiration of a leave of absence.
 2. Failure to complete two-thirds of the total credit hours for two consecutive semesters. However, this does not apply to students taking nine or fewer credit hours per semester, students with disabilities, students extending their studies, or students pursuing a second degree after a bachelor's degree.
 3. Failure to complete the required courses and credit hours stipulated by the department after a two-year extension (four years for students with disabilities).
 4. Unsatisfactory conduct or dismissal by the Student Discipline Committee in accordance with the Student Conduct Code and Disciplinary Regulations.
 5. Enrollment in another university simultaneously without the university's consent, or dual enrollment.
 6. Voluntary withdrawal without any of the aforementioned reasons. However, voluntary withdrawal requires the consent of a parent or guardian.
- Article 44 If a student demonstrates excellent conduct or violates school rules during their leave of absence or suspension of studies, the school may, depending on the severity of the offense, reward or punish them in accordance with the student conduct code and reward and punishment regulations.
- Article 45 Students who withdraw from school must apply to the school for a certificate of completion, but those who are expelled from school shall not be issued any certificate of completion.

- Article 46 Students who are to be expelled or dismissed according to regulations, and who file an appeal under the school's student appeal system, will not have their original disciplinary action suspended until the appeal is finalized. Enrolled students may continue their studies at the school.
- Students who are allowed to return to school under the aforementioned disciplinary action but are unable to do so in time due to unforeseen circumstances, will receive counseling from the school to facilitate their return. During their absence from school before returning to school, they may apply for a leave of absence. For students who have graduated while their case is still pending, the school will only issue relevant certificates, and will decide whether to expel, dismiss, or reissue a degree certificate based on the outcome of the case.

Chapter Five: Transferring Schools, Changing Departments, Minorin Majors, Double Majors, International Double Degrees, and Study Paths

- Article 47 Except for first-year and graduating students, all departments of this university may conduct transfer examinations for any semesters with vacancies. The number of admissions will be based on the vacancies announced by each department on the day of the examination. A separate admissions guideline for transfer students will be provided.
- Vacations not included in this guideline do not include vacancies resulting from leave of absence. After processing transfer admissions, the total number of students must not exceed the originally approved and allocated total number of new students.
- Article 48 For transfer students, credits for courses they have already passed at their previous school before transferring to the new grade level may be credited for exemption from the course in accordance with the school's "Student Credit Transfer Regulations." The exempted courses should be listed in their academic transcripts. From the new grade level onwards, the number of credits to be earned in each semester must not violate the relevant provisions of these regulations.
- Article 49 Students in all departments of this university, except for the first semester of the first year of a four-year program, the first semester of the third year of a two-year program, and graduating students, may apply to transfer departments. Students of different program lengths may not transfer between each other. Regulations for transferring departments will be stipulated separately.
- Article 50 Students may only transfer to another department once, and must complete all required courses and credits as stipulated by the new department to graduate. The courses that a transferring student needs to make up will be determined by the head of the new department.
- Article 51 After enrollment, students may apply to pursue a minor or double major in accordance with relevant regulations. Regulations regarding minors and double majors will be formulated separately and submitted to the Ministry of Education for record.
- Article 52 Students of this university and students of foreign universities that have signed cooperation agreements with this university may pursue transnational dual degrees at various levels. The implementation methods for transnational dual degree programs in cooperation between this university and foreign universities will be stipulated separately.
- Article 53 Students enrolling in academic programs shall be handled in accordance with the relevant provisions of the university's "Regulations Governing the Establishment of Academic Programs". Students who complete the required courses and credits for a credit program shall be issued a certificate of completion in accordance with relevant regulations. Students who complete the required courses and credits for a degree program shall have their graduation eligibility verified and their degree certificates issued in accordance with the University Act and its Enforcement Regulations, the Degree Conferral Act, the university's academic regulations, and any other regulations separately formulated by the university's academic regulations.

Chapter Six Graduation and Degree

Article 54 Upon completion of their studies and meeting the following requirements, students will be awarded a Bachelor's degree and issued a degree certificate after review and approval. Postgraduate second degree programs should be marked with the phrase "Postgraduate OOO Program".

1. Completion of all required and elective courses and credits with passing grades.
2. Completion of all required zero-credit courses with passing grades.
3. Passing conduct grades in each semester.
4. Meeting the graduation requirements set by the General Education Center and the relevant department/school.

Students pursuing courses in a related academic field or interdisciplinary degree programs, who meet the preceding requirements, may be awarded a Bachelor's degree based on their academic field, courses taken, and requirements, regardless of the student's original college, department, or degree program. However, this does not include special professional fields subject to government-mandated human resource development quotas. The criteria for determining related academic fields are determined by the respective department/school council or degree program council.

Students enrolled in the four-year industry-academia collaboration bachelor's degree program who complete two years of study and earn 80 credits, pass the examinations, and apply to the university for permission to retain their student status before entering the workforce will be awarded an associate's degree; those who return to the university to study before the expiration of their retained student status period and meet the requirements for awarding a bachelor's degree will be awarded a bachelor's degree.

Article 55 Graduating students who have missed credits and need to repeat or make up for them in the second semester of the extended study period may apply for a leave of absence in the first semester and will be exempt from registration. Registered students must take at least one course.

Article 56 Students who have completed the required courses and credits for a minor or double major and achieved passing grades should have the name of their minor or double major added to their graduate roster, academic transcript, and bachelor's degree certificate.

Part Three: Continuing Education Department

Chapter 1 Enrollment

Article 57 Applicants who meet the eligibility requirements stipulated in Article 4, Paragraph 1 of these regulations are eligible to apply for the first year of the four-year continuing education program at this university. Applicants who meet the eligibility requirements stipulated in Article 4, Paragraph 2 of these regulations are eligible to apply for the third year of the two-year continuing education program at this university. Other admission requirements are subject to the admission prospectus for the current year.

Article 58 Those who have held the application qualifications stipulated in Article 4 of these regulations for one year or more are eligible to apply for the first year of the four-year in-service program at this school. Admission regulations and prospectus will be set forth separately.

Chapter Two: Payment, Registration, and Course Selection

- Article 59 Students must pay all fees and select courses within the school's designated period each semester to complete registration. Failure to complete registration by the deadline, without applying for a leave of absence, will result in expulsion. Refunds for students who apply for a leave of absence or withdrawal after enrollment will be processed according to the Ministry of Education's regulations.
- Article 60 The continuing education department primarily operates on an evening basis, with the option to schedule classes on holidays. Students are limited to a maximum of 24 credits and a minimum of 9 credits per semester.
- Article 61 學生如在本校二技或四技推廣教育學分班修習學分成績及格並持有學分證明書，經參加入學考試錄取後，其科目名稱及學分與修習科目表相同者，得同意酌予抵免。「學生抵免學分辦法」另訂之。

Chapter 3 Duration of Study, Credits, and Grades

- Article 62 The study period for each department in the two-year continuing education program is two years in principle, and the study period for each department in the four-year continuing education program is four years in principle. Students in the two-year continuing education program must complete no fewer than 72 credits to graduate; students in the four-year continuing education program must complete no fewer than 128 credits to graduate. Service learning courses are not required for continuing education students.
- Article 63 Other matters not specified shall be handled in accordance with the relevant provisions of these Rules of Conduct.

Part Four: Research Institute

Chapter 1 Enrollment

- Article 64 Applicants who have graduated with a bachelor's degree or equivalent from a public or registered private university or independent college, or a foreign university or independent college that meets the Ministry of Education's accreditation requirements, and who are admitted through the entrance examination for any of our university's master's programs, are eligible to enroll in the first year of our master's programs. A separate admissions brochure will be provided.
- Article 65 Each research institute may enroll part-time master's students (including part-time students in daytime master's programs and part-time master's students, hereinafter referred to as part-time students) by making full use of existing faculty and facilities and providing continuing education opportunities for working professionals. The aforementioned "part-time master's students" refers to students admitted while employed, and the eligibility requirements for part-time students are clearly stated in the admission prospectus.
- Article 66 The number of part-time students must be proposed by each department to the university's admissions committee, and after approval by the committee, submitted to the president for final approval. The proposed admission quotas for both general students and part-time students must be clearly listed in the university's graduate admissions brochure. Departments that do not submit an application are not permitted to admit part-time students.
- Article 67 New students who are pregnant, giving birth, or raising children under three years old and have proof of such pregnancy may apply to the school to retain their enrollment status before the start of registration. The duration of the retention period depends on the student's needs regarding pregnancy, childbirth, or raising children under three years old.

Chapter Two: Payment and Registration

- Article 68 Daytime Master's Program students (including general students and part-time students) should register and pay tuition and fees each semester until their second year (inclusive). From their third year (inclusive) onwards, those who have only incomplete their thesis will be charged miscellaneous fees and student accident insurance (miscellaneous fees are calculated at 75% of the department's miscellaneous fees). If they still have uncompleted general courses, they will be charged credit fees based on the number of elective courses they have taken.
- Part-time Master's Program students should register and pay miscellaneous fees each semester until their second year (inclusive), and will be charged credit fees based on the number of elective courses they have taken. From their third year (inclusive) onwards, those who have only incomplete their thesis will be charged miscellaneous fees and student accident insurance. If they still have uncompleted general courses, they will be charged credit fees based on the number of elective courses they have taken.

Chapter 3 Course Selection

- Article 69 Each credit requires at least 18 hours of instruction. Graduate students must select a supervisor according to the institute's regulations after enrollment. Before graduation, a thesis must be submitted with the supervisor's approval and then registered with the institute director. The graduate student's spouse or relatives within three degrees of kinship/marriage are not permitted to serve as their supervisor. A maximum of two thesis supervisors are allowed. In addition to meeting the qualifications for degree examination committee members as stipulated by the Degree Conferral Act, the remaining members of the master's degree examination committee are determined by the institute's administrative meeting, but at least one must be a full-time faculty member of the university.
- Article 70 When a graduate student needs to change their advisor for any reason, they must fill out an "Application Form for Changing Graduate Advisors". The change can only be made after the department meeting approves it and the department director stamps it. The form should be sent to the Academic Affairs Office for filing and future reference.
- Article 71 Graduate courses are divided into required courses and elective courses. The required and elective courses are discussed by the institute-level curriculum committee and implemented after being approved by the relevant academic affairs meeting.
- Article 72 Graduate students admitted with equivalent academic qualifications or from unrelated departments must take additional undergraduate foundational courses and credits in the relevant department. The content of these courses is determined by the department head and supervising professor. Passing these courses will not count towards graduation credits. Graduate students may not participate in the degree examination until they have passed the supplementary courses. Graduate students who need to retake university military training courses for officer selection may apply to do so, but passing these courses will not count towards graduation credits. If the supplementary course grades do not meet the initial officer selection standards, the graduate student will not be recommended for the officer re-selection examination.

Chapter Four: Duration of Study, Credits, and Grades

- Article 73 The credit transfer for graduate students shall be handled in accordance with the "Regulations on Credit Transfer for Students" of this university.
- Article 74 The duration of study for a master's degree program is limited to one to four years. For working professionals pursuing a master's degree who fail to complete all required courses or their thesis within the stipulated timeframe, an extension of up to two years may be granted due to special circumstances.
- Students may extend their study period for up to three years due to pregnancy, childbirth, or caring for children under three years of age.

- Article 75 The number of courses and credits that graduate students can take each semester is determined by each institute, but no more than fifteen credits per semester. Of these, no less than six credits per semester is allowed in the first academic year.
- Article 76 Master's students must complete at least 30 credits (including 6 credits for a thesis). If it is necessary to increase the number of credits required for graduation, each institute shall set its own requirements, which shall be approved by the academic affairs meeting and submitted to the Ministry of Education for record before implementation.
- Article 77 Graduate students' academic and conduct grades are calculated using a percentage system, with 70% required to pass both. Students who fail required courses must retake them. For specific courses, semester grades may be assessed using a "pass" or "fail" method, subject to approval by the departmental meeting.
- Absences due to pregnancy, childbirth, or caring for children under three years of age will not result in point deductions. However, for students whose absences exceed one-third of the total semester's class hours, the grade for that course may be flexibly handled through a make-up exam or other remedial measures, depending on the needs and nature of the course. The make-up exam grade will be calculated based on the actual grade.
- Article 78 The average of the graduate student's GPA and degree examination score (thesis score) constitutes their graduation grade. The calculation of the aforementioned GPA shall be carried out in accordance with the relevant provisions of the undergraduate academic regulations.
- Article 79 The master's degree examinations for graduate students will, in principle, be conducted orally and will be held regularly by the university. When necessary, each department may conduct separate written examinations. Detailed examination rules for each aspect of the master's degree program will be determined separately and submitted to the Ministry of Education for review.
- Article 80 The process for evaluating and modifying grades for instructors shall be conducted in accordance with Articles 24 to 27, but the grade ratio and evaluation method may be determined by the instructor.

Chapter Five: Leave of Absence, Resumption of Studies, and Withdrawal from School

- Article 81 The handling of graduate students' leave of absence, resumption of study, withdrawal, and violations of school rules shall be conducted in accordance with the relevant provisions of the undergraduate academic regulations.
- Article 82 Graduate students shall be dismissed from their studies if any of the following circumstances apply:
1. Failure to complete all required courses and credits by the end of the study period.
 2. Failure to pass the degree examination, even after one retake.
- Article 83 The procedures for handling students' academic affairs and student status during their time abroad will be determined separately.

Chapter Six Graduation and Degree

- Article 84 Graduate students who meet the following requirements and whose graduation qualifications are approved by this university will be awarded a Master's degree certificate and a Master's degree:
1. Completion of the required courses and credits within the prescribed period of time with passing grades.
 2. Passing the degree examinations prescribed by this university.
 3. Passing conduct grades in each semester.
- For Master's programs in Arts, Applied Technology, or Sports, students' Master's

theses may be submitted as works, proof of achievements along with written reports, or technical reports; for Master's programs focusing on professional practice, students' Master's theses may be submitted as professional practice reports.

Article 85 Graduate students who fail their thesis exam and whose study period has not yet expired may retake the exam after six months. Those who fail the retake will be expelled. A passing grade for the retake is always 70. Graduate students applying for a retake must pay the required examination fee.

Article 86 A graduate student who commits any of the following acts shall have their degree revoked and their degree certificate cancelled by public notice; if they violate other laws, they shall be dealt with in accordance with the relevant laws:

1. Inaccurate or fraudulent information regarding their admission qualifications or academic record.
2. Fabrication, alteration, plagiarism, ghostwriting, or other fraudulent activities in their thesis, work, achievement certificate, written report, technical report, or professional practice report.

Chapter Seven Other

Article 87 For matters not covered by this academic code for general master's students and working professionals, each department may formulate its own regulations and submit them to the academic affairs meeting for approval.

Part Five: Student Records Management

Article 88 The student's name, national identity card number or national residence permit number, and date of birth should be as stated on the identity card or relevant supporting documents. Any discrepancies between the information on the admission qualification documents and the information on the identity card or relevant supporting documents should be corrected immediately.

Article 89 Students and graduates applying to change their name, national identity card number, place of birth, or date of birth should submit a valid document issued by the household registration authority to the Registration Section of the Academic Affairs Office (Registration Section of the Continuing Education Department) for processing. For graduates' degree certificates, the school will also make the necessary changes and affix its official seal.

Article 90 The school will manage matters such as changing students' majors, names, ID card numbers, places of birth, or dates of birth, and will record the changes in the graduate roster.

Article 91 Within two months of the start of each academic year (semester), the university will compile a roster and statistical table of new and transfer students for each department/institute, and maintain these records permanently.

The university is responsible for verifying students' admission qualifications and academic credentials.

Article 92 The school shall compile a list of withdrawing students within two months after the start of the following academic year and keep it on file permanently.

Article 93 The eligibility of graduates from this school shall be verified by the school itself in accordance with regulations, and a list of graduates and statistical tables shall be prepared and permanently archived within four months after graduation.

Part Six: Supplementary Provisions

Article 94 If a student of this school suffers a major disaster as determined by the education authorities, the school will, after a resolution at an internal meeting, establish separate regulations regarding the student's entrance examination and eligibility, registration, tuition payment and course selection, leave of absence, academic assessment and credit transfer, leave of absence, withdrawal, resumption of studies, tuition refund, and flexible study period and graduation eligibility requirements.

Article 95 Any matters not covered herein shall be handled in accordance with relevant laws and regulations.

Article 96 This plan was approved by the school affairs meeting, submitted to the principal for approval, and then implemented. It was also reported to the Ministry of Education for record-keeping, and the same procedure was followed when it was amended.