

# Shih Chien University Academic Regulations

Approved for Amendment in Reference to document Tai Jiao Gao(2) No. 1100099282 on August 9, 2021  
Amended and approved at the Academic Affairs Meeting on December 28, 2021  
Amended and approved at the University Affairs Meeting on January 11, 2022  
Approved for Amendment in Reference to document Tai Jiao Gao(2) No. 1110016460 on March 2, 2022  
Amended and approved at the Academic Affairs Meeting on December 6, 2022  
Amended and approved at the University Affairs Meeting on December 20, 2022  
Approved for Amendment in Reference to document Tai Jiao Gao(2) No. 1120015443 on February 23, 2023  
Amended and approved at the Academic Affairs Meeting on December 12, 2022  
Amended and approved at the University Affairs Meeting on December 26, 2023  
Approved for Amendment in Reference to document Tai Jiao Gao(2) No. 1130011946 on February 6, 2024

## Part One: General Principles

Article I Shih Chien University Academic Regulations (hereafter “the Regulations”) are formulated in accordance with the University Act and its enforcement rules, the Degree Conferral Law and its enforcement rules, as well as other related rules and regulations.

The departments referred to in these regulations include degree programs.

Article II Unless otherwise stipulated, all matters related to student admission/transfer, admission deferral, payment, enrollment, course selection, maximum year of study, credits, grades, leaves of absence, absence from class, unexcused absences, inter-departmental/inter-program transfer, minor, double-major, programs, suspension of study, resumption of study, withdrawal of study, expulsion from university, revocation of enrollment status, graduation, as well as other student status-related matters are conducted in accordance with the Regulations.

## Part Two: Undergraduate Programs and Degrees

### Chapter 1. Admission and Transfer

Article III Applicants who have graduated from a public or a registered private senior high school, or a school at the same level, as well as those who have attained equivalent qualification, may enroll in the first-year class of the four-year bachelor’s degree programs (including the Department of Architecture) of Shih Chien University (hereafter “the University”) after being admitted by the University via public recruitment. Part-time students who have graduated from a public or a registered private senior high school, or an overseas school above the level of junior colleges that is recognized by the Ministry of Education (hereafter “MOE”) with a specific number of years of work experience, may enroll in the first-year class of the University’s two-year part-time programs after being admitted via public recruitment.

Those with bachelor's degrees may enroll in the University's post-baccalaureate multi-competence building programs to study for a bachelor's degree after being admitted via public recruitment.

In case of any vacancy for students in the bachelor’s programs of the University that arises during admission or due to student withdrawal, transfer examinations may be held to admit transfer students. Applicants with any of the following qualifications who have taken and passed the University’s transfer student admission examinations shall be transferred into the University’s undergraduate programs at the appropriate grade level:

- A. Undergraduate dropouts with two or more semesters of study and a corresponding enrollment certificate from the previous university attended.
- B. Graduates from junior colleges or above.
- C. Those with equivalent qualifications of a junior college graduate.

- D. Those aged 22 or older and those who have graduated from (completed) or attained education equivalent to senior high school, with at least 80 credits (with a credit certificate) cumulatively from university-level credit courses of different subjects at a university or National Open University, continual education credit courses at schools above junior college, or non-formal education programs recognized by MOE. However, applicants who have obtained at least 80 credits with a certificate in accordance with the Implementation Guidelines for Continual Education at Schools above Junior College before the enforcement of the amendment to the Guidelines for Reviewing University Admission Regulations before June 13, 2013 are not subject to the aforementioned age limit of 22 or older.
- E. Dropouts who studied at and obtained at least 36 credits from the National Open University as a full-time student.

Any applicant who has graduated from an MOE-registered or independent university in Taiwan, or has graduated and obtained a bachelor's degree from an overseas university or independent college that satisfies the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, the Regulations Governing the Accreditation of Schools in Mainland China, or the Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao, and who has completed or are exempt from military service, and who has passed the University's admission examination, may be admitted to pursue a bachelor's degree from the University's second-specialty post-baccalaureate programs. The guidelines governing these programs have been formulated separately and submitted to MOE for future reference.

International students shall apply to the University in accordance with its Regulations Governing International Student Admission. The regulations have been formulated separately and enforced after being approved by MOE.

The admission of overseas Chinese students and students from Hong Kong and mainland China shall be implemented according to related regulations stipulated by MOE. Students from the University and other foreign institutions of higher education may enroll in an overseas joint dual-degree program according to the Implementation Rules for Joint Dual-Degree Programs between Shih Chien University and an Overseas University. The Implementation Rules have been stipulated separately and submitted to MOE for future reference.

Article IV When registering, new students and transfer students should submit supporting documents for proof of academic credentials that meet the admission criteria. Failure to do so will disqualify them from enrolling in the University. Those students who have applied and been approved for a submission deferral due to legitimate reasons may be accepted for enrollment, but should submit the required documents before the specified deadline. Failure to do so will disqualify them from enrolling in the University.

New students or transfer students who have submitted forged, altered, or false supporting documents for proof of work and academic experience, or have cheated in the admission examination, shall be expelled from the University without any education certificate and have their parents or legal guardians notified, when an inspection is conducted and the misconduct confirmed. If a graduate is proven of any of such misconducts, the University shall cancel the graduation status, revoke the degree conferred with public notice, notify the person concerned to return the diploma, and inform other colleges, universities, and related institutions or organizations of the aforementioned results.

New students or transfer students enrolling with foreign academic credentials shall have their

credentials recognized in accordance with the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, the Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao, and the Regulations Governing the Accreditation of Schools in Mainland China.

Article V New students and transfer students who have been admitted shall complete registration and enrollment processes on the specified dates. Students who are unable to do so due to illness or special circumstances may defer this process if they have submitted supporting documents, applied and been approved for an enrollment deferral in advance. Students who fail to apply for an enrollment deferral or complete registration and enrollment processes before the extended deadline shall be disqualified from enrollment unless being approved for an admission deferral.

Article VI Incoming students, if unable to complete the registration and enrollment procedure as required due to pregnancy, delivery, parenting (children under three years old), severe illness, military service, or other force majeure events, should produce related supporting documents to apply for an admission deferral to the office of academic affairs before the enrollment day, unless otherwise stipulated in the admission brochure. Those who have been approved by the University for an admission deferral will not be charged any fee. Each admission deferral lasts one academic year; however, students who are recruited for military service may have their deferrals extended until the end of the service. Students will be regarded as willingly forsaking their admission if they fail to enroll according to the University's regulations within the deferral period.

Article VII All new students and transfer students must fill in and submit a health examination record, and enter their registration data in the information system. Students' registration data shall be permanently stored by the University.

## **Chapter 2. Fee Payment, Enrollment, and Course Selection**

Article VIII Students should pay tuition fees before the stipulated deadline before the beginning of every semester. After making the payment, students are regarded as having completed the enrollment process. If students fail to pay tuition fees before the stipulated deadline, they should produce supporting documents to the office of academic affairs to apply for an enrollment deferral. Unless approved for an admission deferral or having completed the application for suspension, new students and transfer students who fail to pay tuition fees and enroll within two weeks after school begins will be regarded as unwilling to enroll and thus be disqualified from enrolling in the University, while current students will be expelled due to failure to enroll.

Students in post-baccalaureate multi-competence building programs do not have a minimum credit requirement but must complete registration and make payment for all relevant fees within the designated deadline of each semester.

After enrollment, students who apply and are approved for suspension or withdrawal shall receive tuition refunds in accordance with the Tuition Fee Regulations for Junior Colleges and Institutions of Higher Education, as well as the Guidelines Governing Tuition and Fees to Be Paid by Students in Junior Colleges and Higher Education.

Article IX Students should select courses and submit related documents during the designated period every semester according to the **registration and course selection guidelines** announced in each semester. Students who fail to complete the course selection process before the deadline without any specific reasons, **shall be suspended from the University; students who have already met maximum cumulative period of suspension shall be expelled from the University.** The

guidelines for course selection for students have been stipulated separately.

Article X Students should comply with the University's guidelines for cross-campus course selection when taking courses at other universities, and the guidelines have been formulated separately and submitted to MOE for future reference. The University may offer courses during summer vacation according to students' needs with the guidelines formulated separately and submitted to MOE for future reference.

Article XI Students studying at the departments of the University's **day divisions** should obtain **9–25** credits in both the semesters of their last academic year (i.e., graduating students), and obtain **16–25** credits in the semesters of the other academic years. Bachelor's degree program students at the continual education institution and students of the two-year part-time programs should obtain **9–25** credits **each semester**. However, students who have met the criteria stipulated in the University's **Regulations Governing Course Selection** may take an additional credits accordingly.

Students who are selected and sent for off-campus internships should comply with the University's implementation rules for off-campus internships in terms of the required number of credits and selecting courses.

**Students who elect to serve their compulsory military service should enroll, select courses, obtain the required number of credits, and limit their years of study in accordance with the University's Flexible Military Service for Current Undergraduate Students Guidelines.**

Students who study at the University's overseas sister schools should enroll, select courses, obtain the required number of credits, and limit their years of study in accordance with the University's Guidelines for Administering Academic Activities and Registration of Students during Overseas Study, as well as the Implementation Rules for Joint Dual-Degree Programs between Shih Chien University and an Overseas University.

Article XII Students in extended study period should return to the University every semester to select at least one course, pay the tuition fees, and enroll within the designated dates. Those who fail to enroll before the deadline will be regarded as unwilling to enroll and shall be expelled from the University. The office of academic affairs should notify the students concerned before taking this disciplinary action. Students in an extended study period who lack certain credits and must take the course (again) in the second semester of the extended academic year of study may be exempt from enrollment and apply for suspension. However, students who wish to take courses should complete the enrollment procedure.

Students who extend their study due to failure to fulfil the language proficiency requirements should enroll and select courses.

### **Chapter 3. Maximum Period of Study, Credits, and Grades**

Article XIII The University adopts a system based on academic years and credits, in which all departments offer four-year programs with a maximum study period of four years except for the Department of Architecture whose maximum study period is five years and the two-year part-time bachelor's degree programs whose maximum study period is two years.

Students must take the required courses, obtain the number of required and optional credits stipulated by each department (programs), and satisfy the other graduation criteria stipulated by the University, their colleges, and departments (programs) before graduation.

Students transferring from other universities via transfer examinations should complete the courses and obtain the required credits stipulated by the departments (programs) they are

admitted to. The courses and credits that have been taken or obtained in the former school shall be transferred according to the University's **Credit Transfer Guidelines**, and students applying for credit transfer shall be arranged to enter the appropriate years of study at the University accordingly. Transfer students who are university graduates should enroll and study for at least one year, and those who are junior college graduates should enroll and study for at least two years. However, all transfer students should obtain the required number of credits each semester starting from the year of study in which they transfer to the University.

Students demonstrating outstanding academic performance who have completed all the courses and credits required by their departments (programs) and have satisfied all the other graduation criteria one semester or one academic year before the end of their study periods may graduate earlier after a department affairs meeting consents to propose the case to the academic affairs meeting for approval.

In the previous paragraph, outstanding academic performance refers to scoring at least 80 for both academic and conduct performance every semester, plus a grade within the top one tenth of the class in the same year of study of the same department.

Transfer students and students attending the class of a higher year shall not graduate earlier. Students intending to graduate earlier should apply for early graduation to their departments within two weeks after enrollment and course selection in the graduating semester. Late applications shall not be considered.

Students who have not obtained the required number of credits for graduation or who have obtained the credits but failed to meet the competency standards may extend their study periods for two years at most.

Students with physical or mental disabilities may extend their study periods for four years at most, and are not subject to expulsion caused by unsatisfactory academic performance. However, such students who fail to graduate upon the expiry of the extended study periods should be expelled from the University.

Students who need to extend their study periods due to pregnancy, childbirth, or parenting (of children under three years old) may produce supporting documents to apply for an extension and extend their study periods for four years at most after the application is approved.

Students who have graduated from a school in a foreign country or in Hong Kong or Macao that is of the same level and type as the second year of high schools in Taiwan should obtain at least an additional 12 credits within the stipulated study period after being admitted with such educational qualification. The exact number of additional credits and the courses to be taken shall be stipulated individually by each department (program).

Post-baccalaureate multi-competence building programs require a minimum of 1 to maximum of 4 years and are not allow to apply for study period extension, inter-departmental/inter-program transfer, minor, or double majors. The required number of credits to graduate should be identical to the number of required course credits in each department or a minimum of 48 credits in professional courses. University graduates who obtain accredited professional program certificates in accordance with "Continuing Education Regulations for Junior Colleges and Universities," "Regulations Governing the Provision of Vocational Continuing Education by Junior Colleges and Institutions of Higher Education," and "Evaluation Regulations of Continuing Education for Professionals in Career Training Institutes" may apply for credit transfer. The number of actual professional credits to be taken from the department after credit transfer may not be less than 12 credits.

Article XIV Students have two grades, one for academic performance (including military training, nursing, and physical education) and the other for conduct. Grades are calculated on

percentage basis, with 100 points as the highest score and 60 points as the passing score. Student performance may be evaluated in performance levels, and the chart of corresponding performance levels and percentage is as follows:

Point(s)	Performance Levels	Number Grades
4	A	80–100
3	B	70–79
2	C	60–69
1	D	50–59
0	E	Below 50

Article XV Any course with one-hour lecture class taught every week during the whole semester constitutes one credit.

For internship or experimental courses, one credit is issued for 2-hour weekly courses taken Any internship or experiment course lasting 2 hours every week for the duration of a full semester may constitute one credit. However, students should comply with stricter stipulations made by the department (program) if there is any.

Other courses with exceptions must be reviewed and approved by the University's Curriculum Committee.

Article XVI Students' academic performance is evaluated according to the following grades:

- A. Routine grades.
- B. Midterm exam grades.
- C. Final exam grades.

Students' academic activities and registration during overseas study are handled according to Shih Chien University's Guidelines for Administering Academic Activities and Registration of Students during Overseas Study. The guidelines have been formulated separately and submitted to MOE for future reference.

Article XVII A student's semester academic grade for a course is evaluated by the instructor according to the student's performance in tests, midterm exam, final exam, or other forms of assessment.

The percentage of each of the aforementioned assessment items in the semester grade is determined independently by the instructor. However, this information should be listed in the syllabus for students' reference.

Course instructors should enter students' grades into the grade system and submit the grades of all the students in the class within the designated period for submitting semester academic grades. For courses taught jointly by two or more instructors, one of the instructors should be responsible for compiling and uploading students' semester grades within before the designated deadline.

Article XVIII Students' academic grades are calculated according to the following rules:

- A. "Total score of a course" is calculated by multiplying the credits and the semester score of the course.
- B. "Cumulative credits of a semester" refers to the sum of credits obtained in the semester.
- C. "Cumulative semester score" is calculated by adding together the total scores of all the

courses taken in the semester.

- D. "Average semester grade" is calculated by dividing cumulative semester score by the number of cumulative credits obtained in that semester.
- E. Failed courses should not be included in the calculation of average semester grades.
- F. All summer courses and all advanced placement courses taken by prospective freshmen who have been admitted to but not enrolled in the University during the summer vacation in the year of matriculation should be recorded in the transcript and calculated into the graduation grade, but not considered when calculating the credits and average grade of the following semester.
- G. The graduation grade is calculated by dividing the sum of all the cumulative semester scores and the total score of each summer course by the sum of the cumulative credits obtained in every semester and in summer courses.

Article XIX Semester grades are not subject to modification after the instructor enters them into the grade system. If an omission or mistake is made by the instructor, he or she should submit a written request to the office of academic affairs for verification and confirmation before any modification can be made. The Academic Affairs Meeting may decide the case when necessary. Students may request grade review according to the related regulations, and the guidelines for grade review have been stipulated separately.

Article XX Students unable to attend mid-term or final examinations due to hospitalization or force majeure events must apply for leave according to the Regulations Governing Leave of Absence from Examinations; students who are approved for leave may participate in make-up exam once. The time and test format for make-up exam will be independently established by the instructor of the course. Students must take the make-up exam at the date and time set by the instructor of the course and complete the exam within 3 weeks (including holidays and weekends) from leave. Failure to participate the make-up exam as expected will result in no additional make-up exam opportunities under any circumstance.

Article XXI Semester grades are calculated according to the following guidelines when students take a leave of absence during the semester.

- A. If a student has requested and been approved for a leave for the midterm exam, his or her semester grade will be calculated using the scores of the make-up midterm exam and the final exam as well as the routine grade.
- B. In case of official leave, bereavement leave, hospice leave or maternity leave, the make-up exam scores stated in the previous paragraph shall be counted in full. Leaves under all other circumstances shall be counted 80% of the score.
- C. If a student fails to take a make-up exam after taking a leave due to any personal reason, his or her score for the make-up exam of the course shall be counted as zero.
- D. If a student has requested and been approved for a maternity or parental leave for the make-up exam, his or her semester grade will be determined by the means of make-up exam or other mitigation measures within the semester, depend on the necessity and nature of the subject. The calculated using the scores of the make-up midterm exam and the final exam as well as the routine grade.

Article XXII Grades with decimal points shall be rounded up to integers. However, the average semester grade and the graduation grade shall be calculated to the second place following the decimal point.

Article XXIII Students who have accumulated credits for failed courses up to half of the total credits of the semester two times shall be expelled from the University.

Students of any of the following backgrounds who have accumulated credits for failed courses

up to two thirds of the total credits of the semester two times shall be expelled from the University: overseas Chinese students, international students, repatriated Mongolian and Tibetan students, indigenous students, students whose parents serve as diplomatic personnel for the government, and students with outstanding athletic performance as defined by MOE.

For inter-departmental (program) transfer students, grades from previous department(program) will be accumulated. Students with physical or mental disabilities or student who has taken **no more than eight credits** in a semester are not subject to the restriction of the first two paragraphs.

**In order to ensure study efficiency, the University may release information regarding to student's studies, such as learning warning, notice for failed courses up to half of the total credits of the semester, etc. in accordance with the Personal Data Protection Act, upon request of parents or guardians of the students.**

Article XXIV Violation of examination rules shall be dealt with according to the University's examination rules; the University's examination rules have been stipulated separately.

Article XXV Students' midterm and final exam records shall be kept for one academic year by the instructor of the course as a reference accessible to the competent education administrative authorities. However, exam record involved in an appeal made according to related regulations shall be kept until the end of the appeal or administrative remedy procedure. All students' grades during their years of study at the University should be kept permanently by the office of academic affairs.

#### **Chapter 4. Leave of Absence, Class Non-Attendance, and Absence without Leave**

Article XXVI When a student's request for a leave is approved, the student's absence will be considered excused as class non-attendance. When a student is absent without submitting a leave request or without being permitted by the instructor, his or her absence will be considered unexcused as absence without leave. Students' leave-taking regulations have been stipulated separately.

Article XXVII When a student's absences from class for one third or more of total class hours for a course in a semester, the student shall receive a semester grade of zero.

When the instructor of the course has provided rules otherwise or additionally, the case shall be dealt with accordingly.

The approved sick, personal, and maternal leaves taken due to pregnancy, childbirth, parenting of children under three years old, or attending off-campus activities as representative of the University will not be listed in the record of class absences.

When a student is approved for an examination leave due to pregnancy, childbirth, or parenting of children under three years old, the student may request a make-up exam or take other make-up measures according to the need and the nature of the subject. The score earned in the make-up exam will be counted.

#### **Chapter 5. Inter-Departmental/Inter-Program Transfer, Minor, Double Major, and Programs**

Article XXVIII Bachelor's degree students may apply for a inter-departmental/inter-program transfer upon enrollment in their second academic year. Students who apply for transfer before the start of their third academic year may transfer to the third year of study of a similar department (program) or to the second year of study of a different department (program). Students who apply for transfer before the start of their fourth academic year due to special reasons may transfer to the third year of study of a similar department (program). All students can only transfer their departments (programs) once. In addition, they must complete the courses and



credits required by the departments (programs) they transfer into as well as the other graduation criteria stipulated by the University, college, and department (program) before graduation.

The number of transfer students accepted to a year of study of a department (program) is limited to the vacancies remained from the MOE-approved admission quota of the department (program) in the particular academic year. Inter-departmental (program) transfer is not permitted among students in different educational systems of the University and those in the two-year part-time programs.

Student inter-departmental (program) transfer should be processed according to the University's Regulations for Student Inter-Departmental Transfer. A student who wishes to transfer should submit an application form along with a transcript of all the semesters attended and the materials requested by the admitting department (program) within the designated period. After being approved by the director of the current department (program), the student should then apply to the admitting department (program), and attend the inter-departmental (program) transfer examination as required. After review, the admitting department (program) will grant merit-based admissions, and send the results to the office of academic affairs, which then compile and present the results to the president of the University for approval and announcement.

An inter-departmental (program) transfer examination may include interviews, written, and technical examinations. Each department (program) should stipulate and present the content and regulations of its inter-departmental (program) transfer examination to the Academic Affairs Meeting for review, approval, and announcement.

The University's Regulations for Student Inter-Departmental Transfer has been stipulated separately and submitted to MOE for reference.

Article XXIX Students under 20 years old must obtain the consent of their legal representatives or guardian before transferring to another school. After being approved by the University and completing the school leaving process, transferring students shall not request to return to resume their study at the University.

Article XXX Students who have met the criteria for taking a minor from a department (program) may apply for a minor from the second year of study (second year of study at the University for transfer students) to the final year of study (excluding the extended years). Students who take a minor should obtain at least 20 credits of the professional courses required by the department offering the minor. The Regulations for Enrollment in Minors have been stipulated and submitted to MOE for reference.

Article XXXI Students who have met the criteria for taking a double major from another department (program) may apply for a double major from the second year of study (second year of study at the University for transfer students) to the final year of study (excluding the extended years). Students taking double majors should complete all the professional courses and credits required by the primary and the second majors. The Regulations for Enrollment in Double Majors have been stipulated separately and submitted to MOE for reference.

Article XXXII Students in various programs will be subject to the University's Regulations Governing the Implementation of Interdisciplinary Program and Micro Program, which have been stipulated separately.

## **Chapter 6. Suspension, Resumption, Expulsion from University, and Revocation of Enrollment Status**

Article XXXIII Any student under the age of majority who wishes to apply for suspension due to any reason should have his or her legal representative or guardian present a written statement about the reason along with supporting documents, and propose the application before the date of the final exam designated in the school calendar of the semester (Applications via email or phone call shall not be considered). The student may suspend his or her study for one semester or one academic year after being approved. In principle, the maximum cumulative period of suspension is two academic years. Students who fail to resume their study due to severe illness or other special reasons may extend their suspension for another academic year if approved by the president of the University. Students shall be expelled from the University if they fail to resume their study at the expiry of the suspension period. Students are not allowed to apply for inter-departmental (program) transfer during suspension. Any student who is called up for military service during suspension shall present a copy of the summon to the University to apply for the extension of the suspension period. Upon the end of the military service, the student may present the military discharge certificate to apply for resumption. The period of military service will not count toward the maximum period of suspension. Students who apply for suspension due to pregnancy, childbirth, or parenting of children under three years old should present supporting documents, and the leave time will not count toward the maximum period of suspension.

In the first semester after admission, new students and transfer students must complete the enrollment procedure before applying for suspension. Inter-departmental (program) transfer is not allowed during suspension. For students who have been approved for suspension, all their grades of the suspended semester will not be considered, and the period of suspension will not count toward the maximum period of study.

Article XXXIV A student will have to suspend his or her study at the University when any of the following situations applies:

- A. The government has restricted the student's freedom of attending a school or has adopted similar measures to prevent and control statutory infectious disease.
- B. The student affairs meeting has resolved that the student should suspend his or her study.

Article XXXV Students should apply for resumption according to the following regulations:

- A. Upon expiry of the suspension period, students should complete the resumption procedure before the next semester begins. Any student who intends to continue suspending his or her study must reapply for suspension before the deadline for enrollment and tuition payment designated in the school calendar of the semester in which the student is supposed to resume his or her study. Students who missed the deadline shall enroll and pay the tuition before reapplying for suspension.
- B. When students are readmitted after suspension, they should return to their original departments and resume their study from the year or semester they left previously. Students who suspend their study during the semester will return to that year or semester when readmitted after suspension. If students' original departments have been restructured or eliminated, the University will guide and arrange returning students to the appropriate departments to continue their study.
- C. The courses and credits required of the returning students depend on the regulations practiced in the academic year of admission; transfer students and students attending the class of a higher year should follow the courses and credits required in the year of the transfer.
- D. When the cause for suspension disappears during the suspension period, students may apply

for early resumption before the enrollment of every semester, although applications for resumption during a semester will not be considered.

Article XXXVI A student will be expelled from the University when any of the following situations applies:

- A. Failure to enroll or resume one's study before the designated deadlines.
- B. Failure to obtain a passing grade for conduct.
- C. Grave violation against school regulations which results in student expulsion after the decision is resolved at the student affairs meeting and approved by the president.
- D. Failure to complete the courses and credits required by the department and the other graduation criteria by the end of the study period.
- E. Enrollment in a different educational system of the University or in another university without written permission from the University.
- F. Expulsion is required according to the Regulations and other stipulations.
- G. Voluntary application for expulsion in the absence of the aforementioned situations.

Article XXXVII During discontinuation of study or suspension, students who have violated any school regulation or committed misconduct should face penalty as varied as warnings, admonitions, demerits, expulsion, or revocation of enrollment status depending on the severity of the case.

Article XXXVIII Students who withdraw or are expelled from the University due to Articles XXXIV, XXXV, or other stipulations of the University may file an appeal according to the University's Guidelines for Student Appeals. Before the outcome of the appeal is determined, the original penalty will continue regardless of the filing of the appeal. However, current students may apply for continuing their study at the University. Students under the aforementioned penalty who have issued an appeal without being granted remedies may raise an appeal and an administrative litigation according to related laws and regulations. A different penalty will be imposed when the original one is considered illegal or inappropriate by higher authorities or in the rule of the administrative court.

When the different penalty determined according to the second paragraph of this article allows the student to regain his or her enrollment status, the student may apply for suspension for the period of leave before the resumption of his or her enrollment status. This period of leave does not count toward the maximum period of suspension.

Article XXXIX Students who are expelled from the University may apply for a certificate for transfer or attendance according to related rules and regulations. However, such certificates will not be conferred if any of the following situations applies:

- A. The student's admission qualifications are reviewed and determined as invalid.
- B. The student's enrollment status has been canceled.

## **Chapter 7. Graduation**

Article XL Upon the end of the study period, the University degrees and diplomas will be awarded to students who have completed the courses and credits required by their departments (programs) with passing grades, fulfilled the other graduation criteria stipulated by the University, their colleges, and departments (programs), and completed the procedure for leaving the school.

Diplomas of post-baccalaureate multi-competence building program degrees should be marked with "Post-bachelor Project of Multiple Talent Cultivation."

Article XLI After the graduation of the graduating class, the University's academic affairs units should establish and keep a name list and table of the degrees conferred for the reference of the University within six months.

### **Part Three: Graduate Institute**

#### **Chapter 1. Admission**

Article XLII Any applicant who has graduated from an MOE-registered university or independent college in Taiwan, or has graduated and obtained a bachelor's degree from an overseas university or independent college that satisfies the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials of Higher Education, the Regulations Governing the Accreditation of Schools in Mainland China, or the Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao, or has attained equivalent qualifications, and who has met the criteria stipulated in the admission brochure and been admitted via public recruitment, may enroll in the first-year class of any master degree program of the University. Any applicant who has obtained a master's degree from an MOE-registered university or independent college in Taiwan, an overseas university or independent college that satisfies the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials of Higher Education, the Regulations Governing the Accreditation of Schools in Mainland China, or the Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao, or has attained equivalent qualifications, and who has met the criteria stipulated in the admission brochure and been admitted via public recruitment, may enroll in the first-year class of any doctor degree program of the University. International students shall apply to the University in accordance with its Regulations Governing International Student Admission. The regulations have been formulated separately and enforced after being submitted to and approved by MOE.

Article XLIII Admitted graduate students should submit diplomas or other required documents for review on the designated dates with complete register procedures. Students who register later than the designated deadline or fail to enroll according to related regulations shall be disqualified from enrollment. Incoming students who have submitted certificates or required supporting documents that are forged, altered, or false, or who have cheated in the admission examination, shall be expelled from the University without any education certificate after an inspection is conducted and the misconduct confirmed. If a graduate is proven of any of such misconducts, the University shall cancel the graduation status, revoke the degree conferred with public notice, notify the person concerned to return the diploma, and inform other colleges, universities, and related institutions or organizations of the aforementioned results.

#### **Chapter 2. Payment, Enrollment, and Course Selection**

Article XLIV Graduate students should pay tuition and miscellaneous fees according to related regulations. The tuition fees should be paid in full for the first two years of study. Starting from the third year, students only need to pay the baseline of tuition and miscellaneous fees and the credit fees in accordance with the standards for delay graduation. However, students who take more than 10 credits should pay the tuition and miscellaneous fees in full.

Graduate students whose maximum years of study are three should pay the tuition and miscellaneous fees in full in the third year of study. However, part-time graduate students pursuing a master's degree from the Department of Industrial Design only need to pay the

miscellaneous fees and the fees for the extra credits taken in addition to the required number of credits for graduation. Starting from the fourth year, the students only need to pay the fees in accordance with the standards for delay graduation.

Article XLV The required courses, number of credits, and course selection in each semester for graduate students are designated by each department (program); however, students who have delayed graduation should take at least one course or write one paper every semester. Graduate students should select courses in accordance with the University's **Regulations Governing Course Selection**.

Article XLVI When a graduate student takes a prerequisite undergraduate course required by his or her graduate institute, the credits and grade of the course should be recorded without counting toward the student's graduation credits. When graduate students are required to (re)take a course, they should do so as soon as possible. The students will not be allowed to take degree examinations until they have (re)taken the course with a passing grade.

### **Chapter 3. Maximum Period of Study, Credits, Grades, and Expulsion from University**

Article XLVII The period of study for a master program at the University ranges from 1–4 years, except for the Department of Architecture, which requires 1–5 years of study. The maximum period of study for all part-time master degree programs is two years with an optional extension of two years, except for the part-time graduate students who have enrolled in the Department of Fashion Design in the academic year earlier than 2013 and those who have enrolled in the Department of Industrial Design in the academic year earlier than 2014, both requiring three years of study with an optional extension of two years. The period of study for PhD degree programs is 2–7 years.

Article XLVIII Master's students should earn at least 24 credits in addition to completing the thesis. PhD students should earn at least 36 credits (including 12 credits of professional required courses) in addition to completing the dissertation.

Master and PhD programs may increase the required number of credits or designate the required courses and credits according to their need.

Article IL The academic performance of graduate students is evaluated depending on the following examinations:

- A. Routine exams.
- B. Midterm exams.
- C. Final exams.
- D. PhD qualifying examinations: The University's PhD qualifying examinations are conducted according to the University's Operating Guidelines for PhD Qualifying Examinations; the aforementioned operating guidelines have been stipulated separately and submitted to MOE for reference.
- E. Master and PhD degree examinations: The University's graduate degree examinations are conducted according to the University's Guidelines for Graduate Degree Examinations; the aforementioned operating guidelines have been stipulated separately and submitted to MOE for reference.

Article L The maximum score of each graduate course is 100 points, and the passing score is 70 points. However, the passing score of each undergraduate course is 60 points. Graduate students are not allowed to take a make-up exam for a failed course; however, those who fail a required course should retake the course.

The passing score for graduate degree examinations is 70 points.

- Article LI A graduate student will be expelled from the University when any of the following situations applies:
- A. Failure to complete the courses and credits required by the department and the other graduation criteria before the end of the study period.
  - B. Failure to complete or pass the PhD qualifying examination within the deadline designated by the department (graduate institute), or failure to pass the examination when retaking it.
  - C. Students fail the PhD qualifying examination without meeting the requirements to retake it, or fail to pass the examination again after being allowed to retake it.
  - D. Confirmed plagiarism or fraudulence in degree-related theses/dissertations, compositions, performances, written reports, or technical reports.

#### **Chapter 4. Graduation and Degree Conferral**

- Article LII Master's students who have completed the required courses and credits, met the other criteria stipulated by their departments (graduate institutes), satisfied the criteria for degree candidacy, and proposed their theses within the designated study period may apply to their departments (graduate institutes) for taking a degree examination. The departments (graduate institutes) may decide if the students should pass the qualifying evaluation before proposing a thesis/dissertation. PhD students should complete the required courses and credits, meet the other criteria stipulated by their departments (graduate institutes), and pass the qualifying examination within the designated study period may apply to their departments (graduate institutes) for taking a degree examination.
- Article LIII The degree examination for graduate students and the PhD qualifying examination should be conducted according to the University's Guidelines for Graduate Degree Examinations and the Operating Guidelines for PhD Qualifying Examinations. The University's Guidelines for Graduate Degree Examinations and the Operating Guidelines for PhD Qualifying Examinations have been stipulated separately, enforced after approval by the academic affairs meeting, and submitted to MOE for reference.
- Article LIV Graduate students can graduate from the University with the conferral of a master's or PhD degree if they have completed their years of study, taken the courses and credits required by their departments (graduate institutes) with passing grades, and satisfied various criteria stipulated in the Regulations Governing Graduate Degree Examination. The students must complete the school leaving process before the University can award them their master's or PhD diplomas.
- Article LIV-I The degrees issued by the University shall be revoked in any of the following circumstances along with an announcement to cancel any issued diplomas and certificates; violations of other laws and regulations will be handled in accordance with relevant laws and regulations.
- A. Any incidents of fraud or falsification of enrollment qualifications or study.
  - B. Where a dissertation, work, proof of accomplishment, written report, technical report, or professional practice report is falsified, altered, plagiarized, written by others, or found to be fraudulent, the case will be handled and reviewed according to the Shih Chien University Guidelines Governing the Handling of Academic Ethics Violations in Dissertations and Master's Theses, which shall be stipulated separately.

Article LV Related regulations in Part Two shall apply to matters not covered in this part.

#### **Part Four: Management of Student Status**

Article LVI Students' registration data, including name (including the glyph) and birth date/year, should comply with the information on the ID cards. Overseas students' registration data should be based on the information on their residence permits.

Article LVII Current students and alumni (either graduates or non-graduates) who intend to apply for changes in name and birth date/year must produce supporting documents issued by household registration offices when applying to the office of academic affairs for correction.

#### **Part Five: Supplementary Provisions**

Article LVIII The University's guidelines for student rewards and punishments, for evaluation of students' grades for conduct, and for other related matters have been stipulated separately. The guidelines for student rewards and punishments have been submitted to MOE for reference.

Article LIX Issues that are not covered in the Regulations shall be handled in accordance with the University Act and the Enforcement Rules of the University Act, Degree Conferral Law, related education laws, and the related regulations of the University. When a student encounters an incident that is categorized by education authorities as a major disaster that could affect normal learning, the University may review the case and assist the student in weathering through the disaster in accordance with the Principles for Colleges or Above to Maintain Students' Rights and Benefits of Learning in the Face of Major Disasters.

Article LX The Regulations have been reviewed and approved by the academic affairs meeting and the University affairs meeting, presented to the president of the University for announcement and enforcement, and submitted to MOE for reference. The same procedure will be followed for each amendment.