

# Academic Regulations of National Chiayi University

## Chapter I General Regulations

Article 1 The regulations are provided in accordance with the “University Law,” “the Enforcement Rules to the University Law,” “the Degree Conferral Law and the Enforcement Rules to It” to handle students’ academic records and other related affairs for NCYU.

Article 2 Except otherwise stipulated by the Ministry of Education(MOE), NCYU students should follow rules set in the academic regulations in regards to all the following: admission, retention of admission status, registration, fixed number of years of study, degree conferral, and transfer students from other schools and from other departments/divisions, postponement of study, returning to study, expulsion, academic evaluation, intercollegiate course selection, and other matters related to student status.

Student status adjustments concerning studying during summer sessions or studying abroad will be separately determined by NCYU and then recorded by the MOE.

NCYU will keep records of student academic status information regarding student number, name, gender, birthdate, permanent address, citizen ID number, date of enrollment, postponement of study, returning to study, mailing address and parents’ or guardians’ information. Student academic status information mentioned above will be kept on file permanently.

Article 3 All Continuing Education students should adhere to the previously stated and the following regulations.

## Chapter II Admission

Article 4 NCYU will recruit new students for two-year associate degree classes, four-year bachelor degree classes and graduate school classes; NCYU will also recruit sophomore and junior transfer students for different departments at the beginning of each academic year. The general regulations and a supplemental brochure on recruitment will be reviewed and approved by the MOE and made available by NCYU.

The regulations governing foreign student admission are provided in accordance with the “MOE Regulations Governing Study for Foreign Students in the ROC” and recorded by the Ministry of Education.

NCYU may recruit overseas Chinese students, overseas Mongolian and Tibetan students, aboriginal students, disable students that have a proof of disabilities (vision disability, hearing disability, speech impediment disability or multi-disability), children of government

employees who are assigned to work abroad and talented student athletes that meet MOE qualifications.

Article 5      Anyone who meets the following qualifications can be a student of NCYU.

- 5.1    Persons who have received at least an associate degree from a public or an accredited private Junior college, or with an equivalent qualification and have passed the entrance exam, may begin the freshman year of the two-year vocational senior college at NCYU.
- 5.2    Persons who have graduated from a public or an accredited private senior high school, vocational high school or equivalent school, or with an equivalent qualification and have passed the college entrance exam, may begin the freshman year of a bachelor's degree at NCYU.
- 5.3    Persons who have received a bachelor's degree from a public or accredited private university, college, a foreign university recognized by the MOE , have obtained an equivalent qualification and passed the screening test or entrance exam held by NCYU, or any foreign graduate student approved by MOE after passing the screening test held by NCYU may study for their master's degree at NCYU.
- 5.4    Persons who have received a master's degree from a public or accredited private university, college, a foreign university recognized by the MOE, have obtained an equivalent qualification and passed NCYU entrance exam for an intended doctoral program, or any foreign graduate student approved by MOE after passing the screening test held by NCYU may study for his doctoral degree at NCYU.

The general and entrance exam regulations on studying for a doctoral degree by students who are currently enrolled in the master's program at NCYU will be provided in the doctoral supplemental brochure, which will be reviewed and recorded by MOE.

Article 6      Except for freshman and senior classes, any undergraduate department with any vacancies may hold an exam and recruit transfer students.

Such vacancies exclude the ones caused by retention of admission status or postponement of study. After the enrollment of transfer students, the sum of students should not exceed the original total of students assigned to NCYU.

The qualifications of transfer students are as follows:

- 6.1    Persons who have finished freshman courses at a college and their academic records don't meet the expulsion limit or have studied in the original school for at least two years (including expelled students.)
- 6.2    Persons who have graduated from a college and finished their military service or are excused from serving in the military.
- 6.3    Persons who graduated from a junior college or vocational school.

Regulations on transfer student examination are provided by the Transfer Student Admission Committee and will take effect after the approval of the MOE.

Regulations about the Transfer Student Admission Committee will be provided elsewhere.

Article 7 Any recruited new student or transfer student will complete the enrollment procedure in person within a specified time limit. Anyone who can't enroll within the time limit due to chronic illness or special circumstances shall submit the proof in advance to apply for one week of enrollment postponement. Anyone who does not finish the enrollment process within the time limit will be rejected the admission immediately. Students convicted of cheating on an entrance exam will be revoked of their student status. If the incident is discovered after the student has graduated, the diploma will be revoked and qualifications for graduation will be denied and made known to the public.

Any new student who cannot finish the enrollment process within the time limit due to serious illness, military service, or special circumstances shall apply for admission retention within the specified time limit. After approval, the student may retain admission for up to one year. The above regulation doesn't apply to students who receive admission through recommendations, screening tests, talented students and transfer students. A proof of illness from a public hospital or a written statement regarding the special circumstances is required. The regulations on application process will be provided elsewhere.

Any new student or transfer student who does not finish the enrollment and registration process will not be allowed to apply for postponement of study. Upon enrollment, the student shall submit citizen ID card, diploma and other required documents.

### Chapter III Treatment

Article 8 Some NCYU students may study at the government's expense for four years according to relevant regulations. The standard of this treatment shall be set in accordance with the regulations regulated by the Executive Yuan. Other students need to pay tuition and miscellaneous fees in accordance with the administrative orders of the MOE. Students may apply for fees reduction or scholarships according to NCYU regulations within the specified time limit.

### Chapter IV Enrollment, Registration and Course Selection

Article 9 Except for expelled students and those registered for graduation, all students will pay tuition and miscellaneous fees every semester within regulated time. The registration process is complete after all fees are paid. Any student who cannot pay the fees within the specified time due to illness or special circumstances shall submit proof (if illness, proof must be from a public hospital) before its due in order to postpone payment for up to two weeks. Anyone

who does not pay the fees within the specified time limit, the application for postponement of study is rejected, or the application is accepted but student fails to complete the second registration process in time, shall defer study or will be expelled from school. Freshmen and transfer students will follow the rules set in Article 7 concerning registration.

Any student who completes the registration process but doesn't pay all the required fees shall not be allowed to register for the next semester. If graduating seniors don't pay all required fees, their diplomas will be temporarily withheld.

Article 10      Students must select courses in accordance with the guidelines set by their respective department or institute and then the courses selected shall be recorded and approved by the Curriculum Division in the Office of Academic Affairs.

Students are not allowed to select courses that conflict with each other. When this case is encountered, both courses will be given a zero.

Graduate students shall choose the topics for their theses after discussions with their advisors within the specified time. The chosen topics should be approved by the head of the department and then be registered in the Office of Academic Affairs.

Article 11      If students need to drop or add any courses after the first round of course selections, they must do so within the specified time. If students do not follow relevant regulations, the courses, grades and credits that they drop or add will not be counted.

Article 12      NCYU students can select courses offered by other universities after they get the agreement from both schools. The regulations on intercollegiate course selection will be provided elsewhere and recorded by the MOE.

NCYU may offer courses during summer sessions. The regulations on summer courses will be provided elsewhere and recorded by the MOE.

Article 13      Sophomores and upper classmen may select courses offered by other departments to meet the requirements for double majors or a minor. The regulations on double majors or minors will be provided elsewhere and then recorded by the MOE.

## Chapter V   Years of Study and Credit Hours

Article 14      NCYU has adopted a credit hour system, which includes two semesters per academic year. A student in a bachelor degree program shall study for four years (veterinarian majors shall complete five years of study) and shall complete at least 128 credit hours. A student in a senior vocational college is required to study for four years (veterinarian majors shall complete five years of study) and shall complete at least 136 credit hours. A student in a

junior vocational college is required to study for two years and shall complete at least 72 credit hours.

A college student who performs excellently, finishes all the required credit hours, and meets all requirements for graduation one semester or one academic year earlier than the required years of study is eligible for graduation.

Students who can not complete the required courses and credit hours during the required years of study are allowed to extend years of study for up to two years. Postponement of military service will be handled in accordance with the “Military Service Act.”

A graduate student in a master’s program shall study for one to four years and shall complete at least 24 credit hours. The credit hours for the thesis will not be included. In-service graduate students cannot complete the required credit hours or finish their theses during the specified time are allowed to postpone their study for up to one year. Graduate students in a doctoral program shall study for two to seven years and shall complete at least 18 credit hours. A student who is currently enrolled in the master’s program studying for a doctoral degree shall complete at least 30 credit hours. The credit hours for the dissertation will not be included. In-service graduate students that cannot complete the required credit hours or their dissertations during the specified time are allowed to postpone their study for up to two years.

Article15 Seniors of NCYU who are short of credit hours and/or need to retake courses because of failure during the second semester of a postponed year are not required to register for the first semester. They are allowed to register for the first semester but are required to take at least one course.

Article16 One credit hour at NCYU is equal to 18 periods per semester in a particular course. One period lasts for 50 minutes. For labs, practical training, and selected special courses, one credit hour requires 2-3 content hours 18 weeks.

The regulations on the offerings and calculation of credit hours of courses such as Physical Education, Military Training, Environmental Improvement Training, etc. shall be provided by the “Curriculum Committee” and will take effect after the approval from the University Academic Affairs meeting and recorded by the MOE.

Article17 To receive a bachelor’s degree, transfer students must study for at least one year at NCYU and fulfill all graduation requirements. To receive an associate’s degree, new students should study for at least two years in the vocational college at NCYU.

Article18 The credits taken in prior schools can be transferred to NCYU. Students that transfer credits may be promoted to higher grades. The regulations on credit transfers are provided

by individual departments/institutes elsewhere.

Article 19 Any student who is recommended by NCYU to go abroad for further study or conducting research for a thesis is limited to one year. The time limit for students recommended to go abroad for research during vacation time is two months. They are not allowed to postpone their stays.

Students who do not come back to school before the specified time shall be suspended from studying. If the students are draftees, they need to handle related matters according to “Regulations Governing Draftees’ Exit.”

Article 20 The total number of credit hours per semester for students is set according to NCYU regulations on course selection.

Students in a two-year junior vocational college shall take no less than 16 credit hours each semester during the first academic year and no less than 9 credit hours during the second year. Students in a four-year bachelor’s degree program shall take no less than 16 credit hours each semester during the first three academic years and no less than 9 credit hours during each semester of the fourth academic year. Students with special circumstances, after the approval from the head of the department, can take less credit hours, but not less than 9 credit hours each semester.

After the approval from the department/institute, students in a master’s or doctoral program can take courses offered from either program and the credits shall be counted if students pass the courses. Such credit hours cannot be counted twice if students later enter a doctoral program.

After the approval from the department, junior and senior students in a bachelor’s degree program can take courses from a master’s program. The courses taken can be waived at the master’s level if students passed them and the credit hours were not counted towards their bachelor’s degree.

## Chapter VI Apply for an Excused Absence, Absence, Unexcused Absence

Article 21 Students who cannot attend a class due to certain reasons should apply for an excused absence in accordance with to the rules of an excused absence. The regulations will be provided elsewhere.

Article 22 Students get the approval of an excused absence are regarded as absentees. Absentees who do not apply for an excused absence or don’t get their absence excused are given one unexcused absence. Students marked as unexcused for one class period will actually be recorded as being absent for three class periods.

- Article 23      Students who have unexcused absence for up to 45 periods per semester shall be expelled from the University.
- Article 24      Students who have been absent for 1/3 of the course hours are not allowed to take the final exam for that particular course.
- Article 25      The absence shall not be counted if caused by University related activities and has been approved.
- Article 26      Students who cannot take mid-term and final exams due to certain reasons should apply for an excused absence to be able to makeup the exam. The regulations on this process shall be provided elsewhere.

## Chapter VII    Transfer to Another Department

- Article 27      Students' application for transfer to another department shall be handled in accordance with the regulations on the process which will be provided elsewhere.
- Article 28      Students in a bachelor degree program can submit the application for transfer to other department before their second academic year. Students submitting the application before the third academic year shall be allowed to transfer to a department in a similar field as juniors or departments in different fields as sophomores. Students submitting the application before the fourth academic year, due to certain reasons, shall be allowed to transfer to departments in similar fields as juniors.

Students are allowed to transfer to another department only once. They can obtain a degree after they meet the requirements for graduation in the new department. Students that apply for transfer to another major in the same department shall follow the previous regulations. Transfer students from different departments may be placed in a lower student class. The years of study from the previous department shall not be counted towards the total required years of study for graduation.

Students applying for transfer to another department shall submit the application within the specified time during the second semester of the academic year. The application form approved and signed by their parents or guardians and transcripts of each semester shall be sent to the heads of the present and intended departments for their opinions. After that, the academic advisor will be notified and then the application will be sent to the Office of Academic Affairs and then examined and approved by the NCYU Transfer Student Evaluation Committee. The departments can hold an exam for the students applying for transfer and then submit the results to the NCYU Transfer Student Evaluation Committee for approval.

Article 29 After the enrollment of transfer students, the sum of students in each department should not exceed the original total of students assigned to NCYU.

Anyone who is allowed to transfer to another department will be posted by the Office of Academic Affairs before the registration of the next academic year. Students who get permission to transfer shall not be allowed to apply for transfer to another department or return to the original one, unless they get the approval from the heads of all related departments and the dean of the Office of Academic Affairs.

Article 30 Students who are permitted to postpone study or are suspended from studying are not allowed to apply for transfer during this time.

#### Chapter VIII Postponement of Study and Returning to Study

Article 31 Students can apply for either one semester, one academic year or two academic years postponement of study from NCYU. The time limit for postponement of study is two academic years. Students can apply for postponement of study again due to serious illness or special circumstances and NCYU may extend the time limit one additional year. The deadline for applying for postponement of study during the semester shall be one week before the final exam.

Article 32 Students who meet any of the following conditions are suspended from studying.

32.1 Being absent for up to 1/3 of the course hours during a semester

32.2 Having a serious infection which is harmful to the public health and confirmed by a public hospital or physicians of NCYU

32.3 Being forced to postpone study according to the results from NCYU's Student Conduct Evaluation Committee

32.4 Registered students who fail to select courses before the deadline or did not register for enough credits hours.

Article 33 In case of serious illness (a proof from a public hospital is required) or special circumstances, students can apply for postponement of study with the consent of their parents or guardians and the approval of the dean of Academic Affairs. Students can get a proof of postponement of study after completing the required process in the Register Division or Graduate School Division.

Article 34 Students who are studying now or are recruited but not enrolled, can apply for "postponement of study" or "retention of admission status" if they need to fulfill their mandatory military service. After completing military service and enrolling in the military reservist program, students have up to three months before the postponement time limit expires.



Article 35 Upon returning to school, students shall continue studying in the semester they have scheduled for before interruption in the original department/institute. Students who apply for postponement of study during a semester can continue studying in the original semester.

If students' original department/institute has been altered or closed since the interruption of study, then the school will guide students to an appropriate department/institute in which students can continue their studies.

## Chapter IX Expulsion from School and Revocation of Student Status

Article 36 Students who meet any of the following conditions shall be expelled from school.

1. Being unqualified for admission or transfer after evaluation.
2. Being unable to register or return to school before the deadline.
3. Obtaining a failing grade on conduct.
4. Being unable to complete the required courses and credits of the department/institute within the required number of years.
5. Failing the graduate school exam and being unqualified for a makeup exam or failing the makeup exam.
6. Voluntarily applying for expulsion.
7. Breaking NCYU rules and being expelled from school in accordance with the Regulations on Student Conduct.
8. Being expelled from school in accordance with other relevant orders and regulations.

Article 37 Degree-seeking students that fail at least half of the total credit hours of two separate semesters shall be expelled from school.

Overseas Chinese students, foreign students, overseas Mongolian and Tibetan students, disable students that have a proof of disabilities (vision disability, hearing disability, speech impediment disability or multi-disability), children of government employees who are assigned to work abroad, aboriginal students and talented student athletes that meet MOE qualifications in a bachelor degree program that fail up to 2/3 of the total credit hours of two separate semesters shall be expelled from school.

Students with disabilities shall be regarded "disable students" starting from the date printed in their proofs of disability. To be awarded the status of a "disabled student," thus allowing for a higher tolerance of failed courses, students must submit proof of disabilities before meeting one of the conditions for expulsion.

Students who take less than nine credit hours in a semester are not limited to the above three conditions.

Article 38 Students who meet any of the following conditions shall be revoked of their student status.

1. Meeting the condition set in Article 7 of NCYU Academic Regulations.
2. Disobeying any of the national laws.
3. Borrowing/using falsely, forging or fabricating documents of academic backgrounds.

Article 39 NCYU will issue certificates of study to expelled students who have studied for more than one semester received grades and whose student status is in good standing. Students who are expelled due to unqualified admissions, transfer, or revoked of student status shall not receive a certificate. Students that have had their student status revoked are not allowed to be readmitted to NCYU.

Article 40 Those students that have been expelled from school or revoked of student status have the right to appeal to the school's decision. Students that have not yet been expelled, but are involved in the process, have the right to continue studying during the appeal process. Regulations on appeals will be provided elsewhere and will be approved by the MOE.

Expelled students whose appeals at NCYU are not accepted, may seek resolutions through petition or administrative litigation. NCYU should take alternative actions if the original punishment is found illegal or inappropriate by the superior authorities or the court.

NCYU should help students who are eligible to return to school in accordance with the previous regulation but fail to return to school in time due to special circumstances. They can apply for a postponement of study for the period before they returned to school.

## Chapter X Grades

Article 41 Students' academic and conduct performances will be based on a 100-point scale or letter scale. The passing grade for undergraduate students is 60 percent and for graduate students 70 percent.

100-point scale and the letter scale are computed as follows:

1. Over 80 points is an A.
2. 70 to 79 points is a B.
3. 60 to 69 points is a C.
4. Under 60 points is an F.

A grade of "pass" or "fail" may be given to selected special courses, courses with no credit, or required makeup courses offered by bachelor degree programs taken by graduate students who are admitted with equivalent qualifications. These grades will not be included in students' grade point averages.

Article 42 The average grade of each semester is calculated as follows:

1. The class total points  $\times$  number of credit hours per course = class's total points. All

classes' total points added together = semester total points

2. The semester total credit hours are added together for each course.

3. Semester total points  $\div$  semester total credit hours = semester average grade.

Article 43      The total credits taken during all semesters (including summer sessions)  $\div$  the total points of all classes = grade point average.

Master degree grade point average = (grade point average + graduate exit exam)  $\div$  2

The exams for graduate students will be subject to NCYU Graduate School Degree Exam Regulations, which will be provided elsewhere and approved by the MOE.

Students who take a Graduation Project course are required to select their topics and advisors at the beginning of the first semester of their last academic year with the consent of the head of the department and then submit the graduation project paper one month before the final exams of the spring semester. Regulations on graduation project papers will be provided elsewhere.

Article 44      Regulations on grading conduct, Physical Education, Military Training and Environmental Improvement Training shall be provided elsewhere.

Article 45      Supplement or correction of grades after they have been submitted to the Registration Division shall be subject to the Regulations on Supplement and Correction of Students' Grades, which will be provided elsewhere.

Article 46      Recorded grades are based on those classes students registered for and/or added and /or dropped.

Article 47      Students who are absent on the mid-term or final exams without any reason, will be given a zero for the exam. Students who are absent on the mid-term or final exams due to a University related activity, funerals or serious illnesses can apply for a makeup exam in accordance with the Regulations on Makeup Exams provided elsewhere.

Article 48      Academic grades are rounded up to their nearest whole number. The average grade for a semester and the total grade point average are rounded up one decimal place.

Article 49      Students will not receive credits for courses that last for one full academic year if they do not complete both semesters of the course or only receive a grade for one semester of the course.

Article 50      Students need to retake required courses that they fail. They may retake electives, which they have failed or select other electives to replace those with failing grades.

- Article 51 Students who cheat on exams will be given a zero in those courses. Besides, they will be punished in accordance with Regulations on Student Conduct.
- Article 52 Students' entrance and transfer exam papers are supposed to be kept on file by NCYU for one year for inspecting or examining by the education administrative organizations.  
All of the students' exam papers are supposed to be kept on file for one year.  
All the grades of the students should be properly recorded and be kept on file by the NCYU permanently.
- Article 53 Degree-seeking students who have completed all the required courses and credits for graduation either one semester or one academic year before the required years of study have been completed but do not meet the requirements for advanced graduation should register for the next semester and take at least one course.

## Chapter XI Graduation

- Article 54 Outstanding students in a bachelor degree program may apply for advancing the time of graduation by one semester or one academic year if they meet all the following requirements:  
the average semester average grade of academic and conduct performance is above 80, the grade of physical education courses and military training is above 70, they are in the top 5% of their class in their department and have completed all required courses and credits for graduation. Graduates from individual departments will be issued a bachelor's degree by NCYU and graduate school students will be issued a master's or doctoral degree after passing the exit exam.
- Article 55 Students who have completed and passed all required courses, Physical Education course, Conduct and Environmental Improvement Training are qualified for graduation and will be issued a diploma in accordance with the relevant regulations.
- Article 56 The qualification for graduation and degree conferment shall be handled in accordance with the University Law, the Degree Conferral Law and relevant regulations. Graduates who would like to be qualified to teach shall be handled in accordance with Teacher Education Law and relevant regulations.

## Chapter XII The Management of Student Status

- Article 57 Student status records regarding individual departments/institutes, class year, academic grades, registration, transfer to other departments/institutes, transfer to other schools, minors, double majors, postponement of study, returning to school, expulsion from school, etc, are set in accordance with the original student status and grade records in the Office of Academic Affairs.

Article 58      NCYU students and graduates may change their name or birth date after submitting valid proofs issued by the household registration office and the application has been approved by the Office of Academic Affairs. The diploma issued by NCYU should be sent back to the school for alteration.

#### Supplementary Regulations

Article 59      NCYU students should follow the related regulations issued by the MOE and the decisions made at all University Academic Affairs meetings if encountering any issue not covered in the above regulations.

Article 60      The regulations herein will take effect after the approval from the University Academic Affairs meeting and recorded by the MOE. Any revision of the regulations will follow the same procedures of approval.