

# National Tsing Hua University

## Academic Regulations

- Amendment to Articles 34 and 45 by the 4<sup>th</sup> session of Administrative Affairs Meeting for 1999 academic year dated June 8 2000  
Confirmed on record under Ministry of Education Letter Tai (89)- Gao(II)-Zi No. 89135977 dated October 24 2000  
Amended by the 2<sup>nd</sup> session of Administrative Affairs Meeting for 2000 academic year dated December 28 2000  
Confirmed on record under Ministry of Education Letter Tai (90)-Gao(II)-Zi No.9005564 dated April 23 2001  
Confirmed on record under Ministry of Education Letter Tai (90)-Gao (II)-Zi No. 90100781 dated July 19 2001  
Amended by the 5<sup>th</sup> Session of Administrative Affairs Meeting for 2001 academic year dated June 13 2002  
Confirmed on record under Ministry of Education Letter Tai (91)-Gao (II)-Zi No. 91101363 dated July 11 2002
- Amendment to Article 61 by the 1<sup>st</sup> session of Administrative Affairs Meeting for 2002 academic year dated October 31 2002.  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 0920080384 dated May 30 2003.  
Amended by the 4<sup>th</sup> session of Administrative Affairs Meeting for 2004 academic year dated June 22 2005.  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 0940103835 dated August 15 2005.  
Amended by the 4<sup>th</sup> session of Administrative Affairs Meeting for 2006 academic year dated June 12 2007.  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)- Zi No. 0960100913 dated July 6 2007.  
Amended by the 4<sup>th</sup> session of Administrative Affairs Meeting for 2007 academic year dated June 10 2008.  
Confirmed on record by Ministry of Education Letter Tai-Gao (II)-Zi No.0970114018 dated June 19 2008.  
Amended by the 4<sup>th</sup> session of Administrative Affairs Meeting dated June 9 2009.  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 0980113412 dated July 2 2009.  
Amended by the 4<sup>th</sup> session of Administrative Affairs Meeting for 2009 academic year dated June 8 2010.  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 0990110501 dated July 2 2010.  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 0990123422 dated July 22 2010.  
Amended by the 3<sup>rd</sup> session of Administrative Affairs Meeting for 2010 academic year dated April 12 2011.  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 1000096339 dated June 9 2011.  
Amended by the 4<sup>th</sup> session of Administrative Affairs Meeting for 2011 academic year dated June 5 2012.  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 1010115940 dated July 2 2012.  
Amended by the 4<sup>th</sup> session of Administrative Affairs Meeting for 2012 academic year dated June 4 2013.  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 1020094826 dated June 26 2013.  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 1020110035 dated July 22 2013.  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 1030009681 dated January 24 2014.
- Amendment to Article 17 by the 3<sup>rd</sup> session of Administrative Affairs Meeting for 2013 academic year dated April 8 2014.  
Amendment to Articles 34 and 46 by the 4<sup>th</sup> Administrative Affairs Meeting for 2013 academic year dated June 3 2014.  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 1030096475 dated July 8 2014.
- Amendment to Articles 22, 58 and 59 by the 4<sup>th</sup> Administrative Affairs Meeting for 2014 academic year dated June 9 2015.  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 1040093288 dated July 14 2015  
. Amendment by the 1<sup>st</sup> Administrative Affairs Meeting for 2015 academic year dated November 3 2015  
Amendment by the 2<sup>nd</sup> Administrative Affairs Meeting for 2015 academic year dated January 5 2016.  
. Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 1050021312 dated February 19 2016
- Amendment to Articles 18 and 33 by the 1<sup>st</sup> Administrative Affairs Meeting for 2016 academic year dated November 15 2016  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No. 1050159627 dated December 1 2016  
Amendment by the 3<sup>rd</sup> Administrative Affairs Meeting for 2016 academic year dated April 11 2017  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No.1060068388 dated June 30 2017  
Amendment by the 2<sup>nd</sup> Administrative Affairs Meeting for 2017 academic year dated January 2 2018  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No.1070024904 dated March 13 2018
- Amendment to Articles 53 and 54 by the 4<sup>th</sup> Administrative Affairs Meeting for 2017 academic year dated June 5 2018  
Confirmed on record under Ministry of Education Letter Tai-Gao (II)-Zi No.1070110975 dated July 31 2018

### Volume I: General Principles

- Article 1 These Regulations are established in accordance with the “University Act”, “Enforcement Rules of the University Act”, “Degree Conferral Law” and the “Enforcement Rules of Degree Conferral Law”.
- Article 2 Unless otherwise specified by law, student status in the university shall be subjected to these regulations.  
Post Graduate Bachelor degree program students shall be subjected to “Guidelines Governing Review of Processing Post Graduate Bachelor Degree Program by Universities and Colleges” and these regulations.  
If major disaster that identified by Ministry of Education occurs, students whom been

affected and could not attend the university according to the “Direction for Junior College and Higher Levels to Deal With the Rights of Education of Student Affected by Major Disaster Rights of Education” may be given special consideration on a case by case basis and approved by Academic Meeting.

## **Volume II: Bachelor’s Degree Students**

### **Chapter I: Admission**

- Article 3 Graduate students from public or accredited private senior high schools or schools of the same level, or students with equivalent academic qualification might be admitted to study a bachelor degree programs when passing the entrance examination of this university.
- Article 4 Undergraduate students who have completed one academic year of study at a university, have graduated from a university with completion of conscription, have been exempted from conscription service, have graduated from a special program of a vocation school, possess equivalent academic qualification, or have completed the required credit points with a national open university, and have passed the entrance examination of the university might be admitted to the relevant year of study in a bachelor degree programs of this university.
- Article 5 Foreign students may apply this university in accordance with the “Regulation for Admission of Foreign Students” of this university which approved by the Ministry of Education.
- Students apply for post graduate bachelor degree program shall according to the “National Tsing Hua University Post Graduate Bachelor Degree Program Student Recruitment Regulation” which approved by the Ministry of Education, yet equivalent education level is not accepted.
- Article 6 Newly admitted students and transfer students shall report and registry to the university on the stipulated date or will be disqualified for admission. Specific students with justifiable reasons should apply for a deferred registration by designated registration day (may be deferred up to 2 weeks) if unable to registry on the due time.
- Article 7 Newly admitted students should prepare the valid documents apply to the Department of Academic Affairs to keep the admission status before the registration date, upon approval free of any surcharge, if he/she meets the situation of serious illness, pregnancy, maternity, nursery care of baby (child under the age of 3), or for other specific reasons that cannot registry for study in current academic year. Transfer students may not apply for reservation of admission qualification.
- In general, the admission status for students can be preserved for up to 1 year except for students who responded the conscription service call, in which case they may apply for keeping the admission status active until discharge from conscription service with the presentation of proper certification document of conscription service, and register for study in the next academic term. Yet post graduate bachelor degree program student is not able to apply for reservation of admission.
- Article 8 Students who used the admission status of another student, or the admission status

stolen from another student, counterfeited or modified academic certification documents, or cheated in the entrance examination shall be disqualified from enrollment as a student once proved by the university or under sentence by law. Accordingly, such student will not be issued any certification document for proof of enrollment or study. If such student has already graduated from the university, the degree diploma so conferred shall be revoked and disqualified from graduation status with public notice.

Article 8-1 The government funded students of teacher education shall receive the rights and responsibilities according to “Regulations of Government Funded Students of Teacher Education Scholarship and Grants and Admission by Placement” and related regulations.

## **Chapter II: Fees, Registration, Course Selection**

Article 9 All items and corresponding fees required for each student for the semester shall be announced before the registration of the term.

Article 10 Students shall make the tuition, miscellaneous and related fee payments on or before the day when each semester starts (the exact date is published in the academic calendar of the university). A student is deemed to have completed the registration process when s/he completes the tuition, miscellaneous and related fee payments.

Student who fails to complete the registration process within five days (starting from the second day of the beginning of the semester) shall apply for late registration. The period of late registration is up to two weeks after the semester starts. Student who fails to complete the registration process after the late registration period ends, shall be expelled from the university unless s/he makes an application for and is approved to further extension due to special reason.

After the deadline of Add-or-Drop Selection, students shall pay their credit fees within the specified time limit. Failing such within two weeks of the scheduled deadline for payments and not completing the application procedure for leave of absence, the student shall be expelled from the university.

Article 11 Students shall follow the supervision of the tutors of the academic departments (sections), degree programs and other requirements in the selection of courses, and enter the code of the tutor before the deadline for add/drop of courses. Students who failed enter the tutor code must complete the entry of the tutor code first in the next term before selection of courses online.

Article 12 Student who complete registration of the semester and does not select courses after Add-and-Drop Selection period shall apply for Leave of Absence unless s/he is approved for studying abroad, exchanging and studying double degree. Student who use all deferred study periods shall be expelled from school, except who extended deferred study that according to Article 38. Paragraph 2 of National Tsing Hua University Academic Regulations.

From the 1<sup>st</sup> to the 3<sup>rd</sup> academic year, students shall register for at least 16 credits but not more than 25 credits for each term, and from 9 to 25 credits for each term in the 4<sup>th</sup> academic year. Student who according to “The Implementation Rules of Full-time

Off-campus Internship” and post graduate bachelor degree program students is not subject to this limitation.

Students who cannot take the minimum credits or want to register for more credits for the term due to specific reasons may take a lesser number or more credits with the consent of the tutor and the chairperson of the department and program director.

Article 13 The university may offer summer courses as needed in compliance with the “Particulars for Opening Summer Courses in Universities” of the university approved with record at the Ministry of Education.

Article 14 Students may take courses from other universities in accordance with the “Regulation Governing the Inter-University Selection of Courses” of the university approved with record at the Ministry of Education.

Article 15 Students may take credit courses from other colleges, departments, and graduate institutes of the university in accordance with the “Guide for Academic Programs” of the university, and will be issued credit certificate upon completion of the courses.

Article 16 Students cannot take overlapping courses and must adjust to avoid it before the deadline of course selection, or the overlapping courses shall deem to be invalid.

### **Chapter III: Terms of Study, Credit Points, Grades, Reward and Punishment, Leave of Absence**

Article 17 The University adopts a credit point system for study within stipulated academic years. In general, degree programs of the departments shall be completed in 4 academic years. Students who cannot complete the required courses and credit points may defer their graduation for 2 years. Physically and mentally impaired students may defer their graduation for 4 years.

Post graduate bachelor degree program shall be completed in 1 to 2 academic years. Students who cannot complete the required courses and credit points may defer their graduation for 1 years. Physically and mentally impaired students may defer their graduation for 4 years.

Degree programs for the departments require at least 128 credit points for graduation, post graduate bachelor degree program require at least 48 credit points for graduation. Respective departments or programs (include post graduate bachelor degree program) may require more credit points for graduation where necessary and could be up to 20 additional credit points for graduation. The required courses of the university and the required courses of specialization of the departments and degree programs (include post graduate bachelor degree program) shall be governed by separate regulations of the university.

Students who take the degree program in education, subordinate major or double major shall be governed by the regulations of the university for degree program in education, subordinate major, or double major at the approval of the Ministry of Education in the duration of study, required courses, and credit points.

Students who graduated from schools in other countries, Hong Kong, or Macao with

academic qualifications equivalent to 2<sup>nd</sup> year of senior high school in Taiwan and who registered in degree programs of the university under equivalent academic qualifications shall take an additional 12 credit points for graduation further to the total number of credit points required in paragraph two. The departments and degree programs shall establish the courses for their study.

The required courses for students who admitted by the Tsing Hua Interdisciplinary Program via individual admission or admissions for extraordinary students program shall be governed by separate regulations of the university.

Article 18 Students who have taken all the required courses and credit points of the departments or degree program (include post graduate bachelor degree program) in the term or academic year within the graduation year but who cannot meet the requirements for early graduation shall still register in the term of graduation and the number of credit point to be taken shall be governed by the requirements specified in Article 12.

Students who have taken all the required courses and credit points of the departments or degree program (include post graduate bachelor degree program) in the term or academic year within the graduation year. Students admitted to do the exchange program or further education shall still register in the school.

Article 19 For students who did not take sufficient required credit point or criteria for graduation and who need to take a second attempt or complete the course in the academic term after the graduation year shall register for deferred study and are not required for registration. Students must take at least one course for registration or shall be deemed withdrawn from study. Students running out of deferred study years, unless the extension of deferred study is allowed in accordance with Article 38-2, students should be withdrawn from school.

Article 20 Students who have already taken related courses before admission, or who have taken related courses in special seminars in the duration of study and passed the courses with credit points with certification may present relevant documents to transfer the credits for graduation in accordance with the “Regulation Governing Student Credit Transfer” of the university approved with record by the Ministry of Education. Yet post graduate bachelor degree program students should still take at least 40 credit points after credit transfer.

Article 21 Credit points for the courses offered by the university are calculated based on the number of hours for classroom study per week. One credit will be given for the completion of one hour of class study in one full term (18 weeks), or for the completion or 2 to 3 hours of practical training or experiment courses per week in one full term (18 weeks).

Article 22 The grade average method is applied to grade student conduct and academic performance, and C grade is the passing grade. Courses with special nature shall be subject to the review and final approval of the Vice President for Academic Affairs whereby the grading will be either a “PASS” or “FAIL”. Students who get a “PASS” shall be deemed to have successfully passed the course with course credits given. Students who get a “FAIL” shall be deemed to have failed in the course and no course credit will be given. Taking the same course for a second instance is not permitted and shall be deemed invalid.

The grading of the course is governed by the “Particulars for Grading Students in Academic Performance” of the university.

Article 23 Teachers of relevant courses shall grade the performance of students in the courses for the academic term and shall submit the grading results within 2 weeks after the conclusion of the term via on line entry or delivery to Registration Division of the university, which shall sign for receipt of the results and enter the result into the system. In case specific teachers cannot present the grading results for the courses on due time for specific reasons, they shall submit the “Application For Deferred Submission of Grading Report” to the person in charge of course registration and the director of the college for consent, and forwarded the application to the head of academic affairs for final approval. An extension will be granted and the grading report shall be submitted no later than the beginning of the next academic term.

Teachers who fail to apply for late submission of grading reports but submit the grading reports beyond the required deadline will be referred to the department of academic affairs’ meeting.

Article 24 Teachers may apply to revise the grades for specific students in the performance of specific course no later than 1 week after the beginning of the next academic term with written request specifying the reasons for the revision and present the application to the chairperson of the department (graduate institute, degree program, center), and shall be subject to the approval by 3/4 of the faculties who attend the meeting of the department (graduate institute, degree program, office, center). The resolution will be made known to Registration Division basing on which the grade of the student will be revised accordingly.

Article 25 Students may inquire their own grade points for the term, and shall proceed to the “Procedure for Query or Objection of Students on Grading of Academic Performance”.

Article 26 The regulation governing the reward and punishments as well as the grading of conduct of students shall be stated in the *code of academic performance*.

Article 27 The grade point average of students shall be calculated as follows:

- I. The cumulative scoring of the sum of the grade points of each course and the number of course credits shall be the total scoring.
- II. The total number of credits taken in the term (excluding summer term) divided by the total scoring of the term shall be the grade point average of the student in the term.
- III. The total number of credits taken in all terms (including summer term) divided by the total scoring shall be the overall grade point average of the student.
- IV. The overall grade point average of the student shall be the grade points for graduation.
- V. For courses graded by either “PASS” or “FAIL” will not be included in the calculation of grade point average but only course credits.

The aforementioned scoring of academic performance includes the scores for the failed subjects.

Article 28 The number of credits for courses failed in the term exceeding 1/2 of the total number of credits taken by the student for two terms cumulatively shall be ordered by the

university to withdraw from study except the following students.

- I. Foreign students admitted to the university under the regulation governing admission of foreign students of the university.
- II. Overseas Chinese students, students of Mongolian and Tibetan descent, and aboriginal people admitted to the university under the approval of the joint commission for admission of students to universities and the children of ROC officials assigning abroad.
- III. Overseas Chinese Students assigned by the universities and overseas Chinese student preliminary class joint commission of admission of students from overseas.
- IV. Physically and mentally impaired students with the issuance of the handbook for the handicapped, or students determined by the committees for the determination of students for special education and schooling supervision of the municipalities, counties (cities) as physically and mentally impaired and recommended for admission.
- V. Students who demonstrate excellent performance in sports events at the level of senior high school or above and who passed the screening and recommended by the screening board for further education.
- VI. Student who is admitted to the school according to the special selection of the bachelor class of the school and is applied for and approved by the Vice President for Academic Affairs.

Article 29 Students who have taken less than 9 course credits for the term shall be exempted from the application of Article 28.

Article 30 Students who fail in all courses in the term of the 4<sup>th</sup> academic year in school shall take a deferred pass and continue studies for another term. If the failed courses accounted for more than 1/2 of the total course credits for two terms cumulatively, the student will be ordered to withdraw from study.

Article 31 If specific student was found cheating in the examination, a zero mark will be given (equivalent to grade X) for the examination and also be subject to disciplinary action in accordance with the regulation governing the reward and punishment of students depending on the severity of the offense.

Article 32 Students shall request leave from the teachers for absences from class. Students may take leave in the afterward under special circumstances with proper proof. For sick leave of more than 3 days, the certification of the campus clinic or a public hospital is required.

Students who are absent from class without permission to take leave or without request to extending the leave upon expiration shall be deemed absent without permission, and thereby the course teacher may deduct grade points from the student depending on the actual situation. No deduction of grade points for students approved for taking leave (personal leave or sick leave) due to pregnancy, delivery of an infant, or nursery care of young child under the age of 3. If the absence exceeds 1/3 of the overall course hours for the term, the student shall take the examination specially arranged or other flexible plans for the examination. The scoring of such examination shall be counted as the

scoring for normal course credits.

**Chapter IV: Inter-department transfer (field of specialization, degree program), minor subjects, double majors, double registration and double degree**

- Article 33 Students may apply for transfer to another department from the beginning of the 2<sup>nd</sup> academic year. A 3<sup>rd</sup> year student in the beginning of 3<sup>rd</sup> academic year can transfer to the department of homogenous academic discipline, or decline grade to a 2<sup>nd</sup> year student in a department of heterogeneous academic discipline. Under special circumstances, specific students may apply for transfer to another department of homogeneous academic discipline 4<sup>th</sup> year or as minor department as a 3<sup>rd</sup> year student for completion of study no later than the beginning of the 4<sup>th</sup> academic year. Students apply for transfer beyond the 3<sup>rd</sup> year to a department of homogenous academic discipline or as subordinate major department for completion of study at current year based on the courses taken and credit points earned.
- Each student may transfer only once and shall complete the requirements of the new department for graduation.
- For students transfer to another field of specialization or degree program in the same department, the same procedure as stated in the preceding two paragraphs shall apply. For students transfer to another department (degree program) as a student in lower academic year, the overlapping years of study in the two departments shall not be counted as a part of the years of study in the department the student transferred in for graduation.
- Students transferred to the university approved under the Unified University System of Taiwan for Inter-School Transfer of Students are not allowed to transfer to another department, field of specialization and degree program.
- According to the related regulations, post graduate bachelor degree program students are not allowed to transfer to another department, field of specialization, degree program and double major.
- Article 34 Students intending to transfer to another department (including another field of specialization, degree program) shall apply with the Registration Department by the deadline as stated in the academic calendar subject to the review of the related department and degree program meetings or meetings as authorized and the final approval of the review committee. Once approved, the students cannot apply for further change nor return to the original department.
- Article 35 Students of all departments may apply to pursue a subordinate major with another department in accordance with the “Regulations for Students Taking a Subordinate Major of Study” of the university approved by the Ministry of Education on record from the 2<sup>nd</sup> academic year onwards.
- Article 36 Students of all departments may apply to pursue a double major with another department in accordance with the “Regulations for Students Taking Double Major of Study” of the university approved by the Ministry of Education on record from the 2<sup>nd</sup> academic year onwards.
- Article 37 Students who intend to pursue a double degree program shall file an application to his academic unit before starting such a program. If such an application is not approved,



the double degree program will not be recognized. When a student continues to pursue a double degree program without the approval of his academic unit, the student shall be expelled from the university at the point when this fact is discovered. The review criteria for double degree program shall be established by each academic unit.

Issues related to the offset and exemption of credits shall be handled in accordance with the “Regulation Governing Credit Offset/Exemption” submitted by the university and approved by the Minister of Education.

NTHU students and qualified international student may pursue a double degree program with foreign universities in accordance with the “Regulation Governing the Double Major Program with Universities of a Foreign Countries” issued by the university and approved by the Ministry of Education.

## **Chapter V: Suspension, Reinstatement, Transfer, Withdrawal**

**Article 38** Students may apply for deferred study for one term, one academic year or two academic years. Students under 18 years old need the consent of the parents or the guardian. Students may proceed to leave school upon approval.

In general, deferred study may be allowed for up to 2 years. For students who are critically ill with proof from regional hospital or due to special reasons with proper proof may petition for an extended deferred study for up to 4 academic years accumulatively and subject to the department meeting and the finalization of the President of the university.

Students who respond to the call of conscription service in the duration of deferred study may petition to extend the deferred period with the presentation of the photocopy of the conscription order until discharged from service. The period of conscription is not counted as a part of the period for deferred study. Students can apply for reinstatement of study after discharge from conscription with proper order of discharge. Students may petition for deferred study due to pregnancy, delivery of an infant or taking nursery care of a child under the age of 3 with proper proving documents. Such period is not counted as a part of the period for deferred study.

Students applying for deferred study in the middle of the term shall complete the petition procedure no later than the starting day of the final examination for the term.

The scoring of students in the duration of deferred study will not be counted.

**Article 39** If for specific reasons that a student cannot join the final examination and supplementary examination either. The student cannot have the academic score registered by the add/drop deadline of the new term, he or she may present valid proof and petition with the chairperson of the department, upon approval, the student can refer the case to the Department of Academic Affairs and take the term that the student did not take the final examination as a term for deferred study.

**Article 40** In case specific student is suffered from a disease announced for prevention by the public authorities and such disease may jeopardize the health and safety of all on campus, and is determined for quarantine by the health authorities, such student must be excused and take deferred study or order by the university so take deferred study.

Students who respond to conscription call in the duration of study shall apply for

deferred study or will be ordered by the university to take deferred study.

The deferred study of such period due to above paragraph is not included as a part of the duration of deferred study.

Article 41 Students who have taken a leave of absence shall petition for the reinstatement of their student status before the first day of the semester when they wish to re-enroll. (One cannot apply for reinstatement in the middle of a semester). Students who intent to continue their leave of absence shall petition for the prolongation before the starting date of a new semester. Failing to apply for the continuation of leave of absence before the starting date of a new semester, one shall be required to register for the new semester and pay the tuition and related fees before one can petition for the continuation of one's leave of absence.

When reinstated, students shall resume their study in the original department/college/program at the point when their previous leave of absence started. For those who started their leave of absence in the middle of a semester, they shall resume their study at the point of their last completed semester.

Students who fail to apply for reinstatement after their leave of absence expired shall be deemed as having withdrawn from the university.

Article 42 Students may apply for automatic withdrawal from study and transfer to another university. Upon the completion of related procedure, the students will be issued a certificate of study completion. Once the certificate of study completion is issued, students cannot request to return to the university for study.

Article 43 Students could apply for automatic withdrawal from study and should withdraw from study when meet the condition of following:

I. Academic performance meets the conditions set forth in Article 28.

II. Failure in reinstatement of study at the end of deferred study.

III. Failure in registration by the deadline.

IV. Not qualified for admission or transfer.

V. Failed in conduct.

VI. Withdrawal under disciplinary action of the university in accordance with the regulation governing the reward and punishment of students.

VII. Failure to complete the required courses and credits in the extended terms of study.

VIII. Students who have double student status as disagreed by the department and degree program of the university.

IX. Any other situations where this regulation is applicable.

Article 44 Students may apply for withdrawal by themselves from study. Students under 18 years old need to get the consent of the parents or guardians and complete the procedure at the Department of Registration.

Article 45 Students who withdraw from study may be issued a certificate of completion upon application if the student status is approved by the university with completion of relevant scoring on courses taken in the duration of study. No certificate of any kind will be issued if the student is disqualified from study pursuant to Article 8 of this regulation or any other regulations of the university.

Article 46 Students shall proceed to the "Regulations Governing the Collection of Tuitions and

Miscellaneous Fees for Students at University Level” for requesting deferred study or withdrawal from study on or before the registration day as stated in the academic calendar of the university and are exempted for payment of tuitions, miscellaneous (credit) fees. Students who request for deferred study or withdrawal from study beyond the registration day shall pay applicable fees in the first place and request for a refund under the same regulation.

## **Chapter VI Graduation, Degrees**

- Article 47 Students shall proceed to graduation upon the completion of all required courses and credits.
- Article 48 Students who demonstrate outstanding performance or who violate school regulations during deferred study shall be subject to reward or punishment in accordance with applicable rules and regulations of the university depending on the severity of offense or excellence of performance.
- Article 49 Students may petition for graduation one term or one academic year ahead of scheduled time for graduation:
- I. Completion of all required courses and credits.
  - II. The GPA in each term is 3.40 or above, or, the overall GPA is at 3.80 and above, or, the overall ranking of academic performance in the department, class, or degree program falls within the top 10% of the students.
  - III. The conduct in each term is A- or above. Students assigned to a higher level of study before admission and are in the 3<sup>rd</sup> year or above cannot apply for early graduation.
- Article 50: The university shall issue a bachelor degree diploma for students who have successfully graduated relevant with the colleges, departments and degree programs. The degree diploma will be dated to the month. Students graduated in the 1<sup>st</sup> term shall be dated on January graduates and 2<sup>nd</sup> term on June graduates.
- While the deferred study reason no longer exist, student shall file the graduation application, once it has been approved by the Vice President for Academic Affairs, the degree diploma will be dated on the month of approval.

## **Volume III Graduate students at master and doctoral levels**

### **Chapter I Admissions**

- Article 51 Individuals who graduated from a university of a country registered with the Ministry of Education or a university in a foreign country recognized by the Ministry of Education and hold a bachelor degree or have equivalent academic qualification and have passed the entrance examination for admission to the master’s programs of the university may pursue a master’s degree in the degree programs of the university.
- Article 52 Individuals who graduated from a university of the country registered with the Ministry of Education or a university in a foreign country recognized by the Ministry of Education and hold a master’s degree or have equivalent academic qualification, passed the entrance examination for admission to the doctoral programs of the university may

pursue a doctoral degree in the degree programs of the university.

Article 53 Students who graduated straight from a bachelor degree program or graduate students in a master's degree program who meet the criteria for direct pursuit of the doctoral program may proceed to the study in a doctoral programs with the recommendations of at least 2 assistant professors of the original or relevant department, institute, college, and degree program, passed by the review meetings of the department, institute, or degree program, and at the approval of the President of the university. The detail of the procedure shall be established separately.

Graduate students at the master's level and who meet the "criteria of the University System of Taiwan in direct pursuit of the doctoral degree" may be admitted to the doctoral program under its procedures.

Article 54 Foreign students may apply for admission to a degree program for pursuit of the master or doctoral degrees of the university in accordance with the "Regulation Governing the Admission of Foreign Students" of the university approved by the Ministry of Education on record.

Article 54-1 The doctoral and master's students admitted by application and recommendation who are graduated or eligible to early graduation are able to apply early registration upon the approval of departments, institutes, and degree programs.

## **Chapter II Course Selection, Academic Advisors**

Article 55 Graduate students shall take at least one course (including thesis/dissertation, thesis/dissertation study), or shall be deemed withdrawal from study. Students running out of deferred study years, unless the extension of deferred study is allowed in accordance with Article 38-2, students should be withdrawn from school.

Article 56 Graduate students shall select an academic advisor as per the requirement of the department, institute, and/or degree program, and shall propose a thesis/dissertation under the consent of the academic advisor before graduation, and register the thesis/dissertation with Academic Affairs at the consent of the person in charge of the department, institute, and degree program.

The spouse, kindred within the 3<sup>rd</sup> tier under the civil law, or relatives from marriages to the graduate students shall not act as the academic advisor.

The academic advisor shall be qualified as a member of the degree examination board under the *Degree Conferral Law*, and shall meet the requirements set forth by individual departments, institutes, and degree programs. At least one of the academic advisors shall be a full-time assistant professor or higher position of the university.

Before full-time professors retired from school, if professors have instructed the doctoral students for 3 years (included) or master's students for 3 semesters (included), the former regulation is not applicable.

## **Chapter III Terms of Study, Credit Points, Grades**

Article 57 In general, the duration of study for the completion of a master's degree shall range from 1 to 4 years. Graduate students of continuing education may extend the duration for one year.

In general, the duration of study for the completion of a doctoral degree shall range from 2 to 7 years. Graduate students of continuing education may extend the duration for two years.

In general, the duration of study for the completion of a summer master's program for in-service teachers shall range from 2 to 8 years. Students with special reasons may extend the duration for one year.

Article 58 Further to the master thesis, graduate students at the master's level shall complete at least 24 course credits. For graduate students at the doctoral level, a minimum of 18 course credits is required further to the dissertation. Of all the course credits taken, at least 12 shall fall within the area of specialization. Graduate students who proceed to the doctoral degree program shall complete at least 30 course credits of which 24 or more shall fall within the area of specialization.

Credits for master's thesis and doctoral dissertation shall be counted separately. Individual departments, institutes, and degree programs may require more course credits for graduation or set an additional list of required courses and course credits where necessary.

The graduation subjects and credits of overseas doctoral students who are admitted by the "Regulations for Joint/Dual-Degree Programs between National Tsing Hua University and Overseas Universities" are in accordance with the contracts or memorandums. However, the graduation credits cannot be lower than the one-third of the graduation credits of the department, institute, and/or degree program.

Article 59 The scoring system for graduate students is based on 100 marks whereby 70 is the passing marks for the courses and 60 is the passing mark for conduct. Graduate students admitted in 2010 academic year and onwards shall be subject to the grading method for scoring where B- is the passing mark for courses and C- is the passing mark for conduct.

Courses with special nature shall be subject to the review and final approval of of the Vice President for Academic Affairs whereby the grading will be either a "PASS" or "FAIL". Students who get a "PASS" shall be deemed successfully passing the course with course credits given. Students who get a "FAIL" shall be deemed failed in the course and no course credit will be given. Taking the same course for a second instance or course that has been passed is not permitted or shall be deemed invalid without the consent of the department, institute, and degree program.

Article 60 The average scoring in each term and the scoring in the degree examination shall be the scoring of graduate students at the master and doctoral levels for graduation.

The calculation of the average scoring in academic performance as mentioned shall be identical with the requirements set forth in Article 27 of this regulation.

#### **Chapter IV Transfer to another department, institute (field of specialization, degree program)**

Article 61 Graduate students who have completed their study for at least one academic year may apply for transfer to another department or institute at the mutual approval of the academic advisors (or tutors), chairperson of the department (institute) of the transferor

department or institute and of the transferee department or institute. Graduate students shall apply for transfer by the deadline as stated in the academic calendar of the university. The transfer procedure shall be deemed complete at the review and approval of related departments and institutes and the review board of the transferor department and institute. Once approved for transfer, the graduate student shall not apply for any change or return to the original department or institute. Transfer may be allowed for once only. Graduate students who successfully transferred to another department or institute shall meet the graduate requirements of such department or institute in order to graduate.

Graduate students intending to transfer to another field of specialization or to another degree program of the same department or institute shall complete the procedure as stated in the preceding two paragraphs. Graduate students admitted to the university under the requirements of the University System of Taiwan are not permitted to apply for transfer to another department, institute, field of specialization, or degree program.

### **Chapter V Withdrawal**

- Article 62 Further to the application for automatic withdrawal from study, graduate students shall withdraw from study if any of the following applies:
- I. The qualification for admission is found irrelevant.
  - II. Failure in registration on due time or petition for reinstatement at the end of deferred study.
  - III. Failed in conduct.
  - IV. Disciplinary action for withdrawal from study under the regulation governing the reward and punishment of students.
  - V. Failure to complete all the required courses and credits required of the department, institute, or degree program at the expiration of the duration of study.
  - VI. Failed in the evaluation required under the Enforcement Rules of the University in Degree Examination.
  - VII. With double student status at the same time without the consent of the department, institute, or degree program.
  - VIII. Failed in the scoring of all courses taken in all terms except the thesis/dissertation, and resolved by the meeting of the department, institute, or degree program for withdrawal from study.
  - IX. The thesis/dissertation is founded copying of the work of a third party, stealing from a third party, or fabricating the data concerned after a degree is conferred.
  - X. Withdrawal from study is necessary under other rules and regulations of the university.

### **Chapter VI Graduation, Degrees**

- Article 63 The degree examination for graduate students shall be governed by the “Rules for Master’s Degree Examination” and the “Rules for Doctoral Degree Examination” of the university approved by the Ministry of Education on record.
- Article 64 Graduate students who have completed the required courses and course credits in their duration of study, and passed the thesis/dissertation review shall be issued a degree diploma and conferred a master or doctor degree relevant with the college, department,

institute, and degree program they studied. The date of the degree diploma shall be: I. Doctoral Programs: the month and year in which the students have passed the dissertation examination and completed the finalization of the dissertation. II. Master's Programs: degree diploma shall be issued once a month and the month and year in which the students passed the thesis examination and complete the finalization of thesis shall be the month and year of graduation.

Graduate students engaging in the study of an education program shall be governed by the "Regulation Governing Students Taking Education Programs" of the university approved by the Ministry of Education on record.

## **Chapter VII Miscellaneous**

Article 65 Graduate students who elect to maintain their admission status, and the payment of fees, registration, course selection, transfer of credits, revision of grade points, taking leave, deferred study, reinstatement of study, double registration, double degree and disqualified from study shall be identical with the regulations for the bachelor degree programs.

However, the cumulative period for graduate students at the doctoral programs is 2 years. In case of critical ailment or under special circumstances that an extension of such period is necessary, the graduate student shall present relevant proving document to petition with the department, institute or degree program meeting for approval and the finalization of the head of academic affairs. The duration for deferred study may be up to 6 academic years cumulatively. For students taking deferred study due to pregnancy, delivery of an infant, or taking nursery care of a child under the age of 3 with proving documents, such period is not included as a part of the duration of deferred study.

Double registration students should use different thesis subjects and the content should be different. The degree thesis that identified by his/her department, college, degree program that the degree thesis is similar shall according to "Management Guidelines for The Doctoral and Master Degree Thesis that Violate the Academic Research Ethics Education" cancel the degree after approved by the Academic Ethics Committee and public the announcement to cancel and recover the issued degree certificate; Student who study in school shall according to "Management Guidelines for The Student in School that Violate the Academic Research Ethics Education".

Student study in two or more department, institution or degree program in National Tsing Hua University, unless having other regulations, will also according to above paragraph. The issued degree thesis that identified by his/her department, college, degree program that the degree thesis is similar shall cancel one of the degrees after approved by the Academic Ethics Committee.

Article 65-1 The study years, graduation credits, credits hours, semester period, degree conferral of the degree or professional programs cooperated with international universities approved by the Ministry of Education are in accordance with the content of the proposal.

Article 65-2 The graduated senior high school students joining "Youth Education and Working Saving Account" apply to admission deferral or leave of absence after registration, The

period is no longer than 3 years and is not accounted in the leave of absence years that students already have. Also, the reason of admission deferral is an exception. The details and the implemented rules are shown in other related regulation.

#### **Volume IV Supplementary Provisions**

Article 66 Students being withdrawn from study or disqualified under disciplinary action of the university may appeal in accordance with the due procedure of the university, and may continue their study in the university before the ruling of the complaint. If the ruling is favorable to the student where the original judgment shall be revoked, the courses taken and the grade points earned during the period of complaint shall be recognized. If the ruling suggested the sustenance of the original judgment, the university will not issue any certification documents for proof of study in such period.

Students under disciplinary action as stated and who have not received any remedial action through filing compliant with the university may instate an administrative appeal or administrative action. If the ruling is favorable to the student that the university shall take action to permit the student to reinstate the study, such student shall reinstate the study within 2 years thereafter, and may petition for deferred study if unable to reinstate for study on time for specific reasons. This period of deferred study is not included as the period of deferred study as defined in Article 38 of this regulation.

Article 67 New students and transfer students need to submit personal information form and other valid documents.

Students' names and dates of birth should be the same with the one shown on the identity card. If the person information shown on the qualification certificate is different from the identity, it needs to be corrected. If students or alumni change their names or the dates of birth, they need to provide valid Household Certificate.

The preserved deadline of any personal information forms and valid documents is regulated by the Office of Academic Affairs in other regulation.

Article 67-1 Students of original National Hsinchu University of Education are suitable for National Tsing Hua University Academic Regulations for Nanda Campus.

Article 68 This regulation shall come into force under the resolution of the Administrative Affairs Meeting of the university with announcement, and reported to the Ministry of Education for record.