

## National Chengchi University Regulations

- Deliberated and approved by the 23rd University Administration Meeting, February 17, 1967.  
Amended and approved by the 344th University Administration Meeting, July 19, 1967.  
Ratified by Ministry of Education in Letter No. Tai (1968) Kao Zih 7396, April 18, 1969.  
Referenced by Ministry of Education in Letter No. Tai (1977) Kao Zih 0277, January 10, 1977.  
Amended and approved by the 50th University Affairs Meeting, June 27, 1980.  
Referenced by Ministry of Education in Letter No. Tai (1980) Kao Zih 39383, December 3, 1980.  
Approved by the 72nd University Affairs Meeting, June 29, 1991.  
Referenced by Ministry of Education in Letter No. Tai (1991) Kao Zih 41777, August 8, 1991.  
Ratified by Ministry of Education in Letter No. Tai (1991) Kao Zih 49708, September 18, 1991.  
Ratified by Ministry of Education in Letter No. Tai (1991) Kao Zih 63818, November 27, 1991.  
Amended and approved by the 73rd University Affairs Meeting, January 11, 1992.  
Amended and approved by the 82nd University Affairs Meeting, January 14, 1995.  
Amended and approved by the 92nd University Affairs Meeting, November 23, 1996.  
Referenced by Ministry of Education in Letter No. Tai (1997) Kao (II) Zih 86051061, May 13, 1997.  
Amended and approved by the 99th University Affairs Meeting, January 17, 1998.  
Amended and approved by the 100th University Affairs Meeting, April 18, 1998.  
Amended and approved by the 101st University Affairs Meeting, June 17, 1998.  
Referenced by Ministry of Education in Letter No. Tai (1998) Kao (II) Zih 87069106, July 7, 1998.  
Referenced by Ministry of Education in Letter No. Tai (1998) Kao (II) Zih 87076758, July 18, 1998.  
Amended and approved by the 111th University Affairs Meeting, January 12, 2001.  
Referenced by Ministry of Education in Letter No. Tai (2001) Kao (II) Zih 90023146, February 26, 2001.  
Amended and approved by the 115th University Affairs Meeting, November 24, 2001.  
Referenced by Ministry of Education in Letter No. Tai (2001) Kao (II) Zih 90185309, January 2, 2002.  
Amended and approved by the 117th University Affairs Meeting, April 20, 2002.  
Referenced by Ministry of Education in Letter No. Tai (2002) Kao (II) Zih 91146535, September 27, 2002.  
Amended and approved by the 121st University Affairs Meeting, January 9, 2003.  
Referenced by Ministry of Education in Letter No. Tai Kao (II) Zih 0920042294, March 25, 2003.  
Articles 26 and 29 were amended and approved by the 125th University Affairs Meeting, November 22, 2003.  
Article 27 was amended and approved by the 126th University Affairs Meeting, January 5, 2004.  
Referenced by Ministry of Education in Letter No. Tai Kao (II) Zih 0930014995, February 19, 2004.  
Articles 25, 28, and 33 were amended and approved by the 127th University Affairs Meeting, April 17, 2004.  
Referenced by Ministry of Education in Letter No. Tai Kao (II) Zih 0930093219, August 4, 2004.  
Articles 10, 15, 19, 19-1, 42, and 51 were amended and approved by the 138th University Affairs Meeting, April 15, 2006.  
Articles 2, 5, 6, 8, 13, 15, 38, 39, 40, 41, and 50 were amended and approved by the 139th University Affairs Meeting, June 8, 2006.  
Referenced by Ministry of Education in Letter No. Tai Kao (II) Zih 0950125041, September 7, 2006.  
Articles 13, 20, 42, and 50 were amended and approved by the 144th University Affairs Meeting, June 21, 2007.  
Article 33 was amended and approved by the 145th University Affairs Meeting, September 14, 2007.  
Articles 7, 11, 25, 40, 40-1, and 46 were amended and approved by the 147th University Affairs Meeting, January 15, 2008.  
Referenced by Ministry of Education in Letter No. Tai Kao (II) Zih 0970037872, March 18, 2008.  
Article 51 was amended and approved by the 148th University Affairs Meeting, April 19, 2008.  
Article 51 was amended and approved by the 151st University Affairs Meeting, November 22, 2008.  
Articles 5, 10, 13, 33, 41, 42, 43, 48, and 58 were amended and approved by the 158th University Affairs Meeting, April 24, 2010.  
The entire Regulations were amended and approved by the 174th University Affairs Meeting, June 25, 2013.  
Articles 13, 17, 19 and 33 amended and approved by the 180th University Affairs Meeting, September 11, 2014.  
Articles 2 and 33 amended and approved by the 187th University Affairs Meeting, January 18, 2016.  
Referenced by Ministry of Education in Letter No. Tai Jiao Kao (II) Zih 1050022127, February 19, 2016.  
. Issued by Letter No. Cheng Jiao Zih 1050004554, March 4, 2016.  
Articles 3,10,11,14,15,16,19,20,21,26,33,38,40-1,41,42,46,48,50,51,53 and 54 amended ,Articles 18,31 deleted, Articles 5-1,57 added ,  
Articles 57,58 order changed and approved by the 197th University Affairs Meeting, January 5, 2018  
Referenced by Ministry of Education in Letter No. Tai Jiao Kao (II) Zih 1070009410, February 134, 2018  
Issued by Letter No. Cheng Jiao Zih 1070008039, March 31, 2018

### General Provisions

- Article 1** These Regulations have been established in accordance with the University Act and its implementation guidelines, and modified to accommodate the needs of National Chengchi University.

Article 2 All matters relating to student enrollment, suspension of studies, preservation of student status, maintenance of admission qualifications, withdrawal, transfer to other universities, departments, sections and courses, disciplinary dismissals, minor degrees within or outside the university, study of double majors, courses, inter-university elective courses, grade assessment, transfer of credits and summer courses, enrollment relating to military service and overseas study, term limits until graduation, and degrees conferred are subject to these Regulations. All degrees and programs established in accordance with Article 11 of the University Act shall have individual rules implemented in reference to the Regulations.

In the event the right to education of a student of the University is recognized by the competent authority as having been suddenly affected by an unexpected major disaster, the first relevant regulation shall be conducted according to the University's principles regarding assisting students who have suffered from unexpected major disasters with their studies.

## Chapter 2 Enrollment and Maintenance of Admission Qualifications

Article 3 A candidate who has graduated from a public or a registered private senior high school or school of equal standing, or one who has attained equivalent qualification to take the university admission examination in accordance with law, may be admitted to pursue a bachelor's degree by passing the University's admission examination, or referred through the University Stars Program, or by applying independently, or through the Joint University Entrance Examination, or through the Individual Entrance Exam for Outstanding Athletic Performers, or through the Special Talent Selection process, or through other special admission criteria provided by the Ministry of Education.

Candidates with any of the following qualifications who have participated in and passed the University's transfer student admission examinations shall be incorporated into the University's undergraduate program at the appropriate grade level to pursue a bachelor's degree.

- I. University dropouts with one year or more of academic credits.
- II. Those who have graduated from university or special training courses.
- III. Those who have graduated from or attained education equivalent to junior college.

Courses and credits completed by university graduates (students), new students at this University, and transfer students prior to admission may be accredited or be used to enhance placement by the University after approval by the department chair.

Article 4 Candidates who have previously graduated from a private university or

an independent college, or have attained a bachelor degree from a foreign university recognized by the Ministry of Education, or possess an equivalent academic background to enroll in the admission exam, may pursue a master's degree at the University by passing the post-graduate admission examination or screening.

The admission methods mentioned in the preceding paragraph shall be administered according to the University's master and Ph.D. program enrollment regulations.

Article 5 Candidates who have previously graduated from a private university or an independent college, or have attained a bachelor/master degree from a foreign university recognized by the Ministry of Education, or possess equivalent academic background to enroll in the admission exam, may pursue a Ph.D. degree at the University by passing the Ph.D. program admission examination or screening.

The admission methods mentioned in the preceding paragraph shall be administered according to the University's master and Ph.D. program enrollment regulations.

Students in the final years of their undergraduate studies and master program students who have enrolled for at least one year and have demonstrated exceptional academic records may advance directly to the doctoral degree program. The application process shall comply with rules of the Ministry of Education and the University's Ph.D. direct advancement policy. The University shall establish separate policies based on the rules of the Ministry of Education to accommodate undergraduate students' direct advancements to Ph.D. studies.

Article 5-1 Students that have passed the Ph.D. program admission via recommendation, master program admission via recommendation, or the on-the-job master program entrance exam for the first semester of each academic year, and who fulfill the requirements listed in the admissions brochure for that academic year, may apply for enrollment one semester early.

Article 6 The University may accept admission applications from foreign students who are qualified to enroll. Admission of foreign students is governed by the University's Admission Regulations for Foreign Students.

Article 6-1 Admission of overseas Chinese students is governed by the Ministry of Education's Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, and the University's Repatriate Study Independent Enrollment Regulations.

Article 6-2 Admission of students from Hong Kong and Macao is subject to comply with the Act Governing Residents from Hong Kong and Macau Studying in Taiwan.

Article 6-3 Admission of students from the Mainland is subject to comply with the Act Governing Mainland Residents Enrolling in Junior College and

- Above in Taiwan.
- Article 7 Departments and programs within the University may engage foreign universities separately in academic cooperation agreements to offer degrees or double degrees at all levels. These arrangements shall be governed in separate policies.
- Article 8 (Deleted)
- Article 9 (Deleted)
- Article 10 Newly-admitted students who are unable to complete the enrollment process due to any of the following reasons may apply in writing and furnish all supporting documents before the admission deadline to maintain their admission qualification; no fees shall be charged for this process:
- I. Serious illness that requires long-term recuperation.
  - II. Compulsory military service.
  - III. Pregnancy or childbirth.
  - IV. Special events that prevent the student from enrolling on time.
  - V. Tending to their children below the age of three.
  - VI. New undergraduate students participating in the Youth Education and Employment Savings Accounts Program
- Students who apply to maintain their admission qualification for sub-paragraphs I to IV above may be granted a maximum one-year deferment, except in the case of military service where deferment may be granted for as long as the service requires. Students who apply to maintain their admission qualification for the reason in V and VI may be granted a maximum three-year deferment.
- Article 11 Student who are found to be involved in any of the following misconducts during the admission exam shall have their parents/guardians notified and subjected to disciplinary dismissal. If a graduate from the University is proven guilty of any of such misconduct, the University shall revoke the degree conferred and diploma issued thereto:
- I. Deception or cheating in the examination.
  - II. Submitted borrowed, forged, or altered identification for registration.
  - III. Submitted inappropriate qualifications for participation in the examination.
- Article 12 Existing students and alumni are not allowed to change their personal information without going through proper application procedures. To apply for such changes, please approach the Office of Academic Affairs. Corrections must be made immediately if the student's enrollment document contains any information that does not match the proof of identity.

- Article 13 Students are required to pay all fees and complete all procedures within the deadline as stipulated in the enrollment notice. Those who fail to complete their enrollment and payment two weeks after the deadline will be either put on suspension if they have not reached their maximum suspension period as defined in Article 41, or have their admission withdrawn with immediate effect. This excludes situations where students have explained in writing and sought permission otherwise from the Office of Academic Affairs.
- Article 14 Students' course selections within the University are subject to the Course Selection Policy and announcements.  
Students' course selections in other domestic universities shall comply with the Domestic Interscholastic Course Selection Rules of the University.  
Students' course selections in any overseas university shall comply with the Overseas Course Selection Rules.  
Those who have registered but fail to complete course selection before the deadline will be either put on suspension if they have not maxed out their suspension period as defined in Article 41, or have their admission withdrawn with immediate effect in accordance with Article 46.  
Measures for the second and third items listed above shall be established separately and submitted to the Ministry of Education for future reference. Foreign students' course selections in the University are subject to the Admission Rules for Foreign Students.  
The matters in the first to fourth items must be submitted before the deadline. No late entries will be accepted.
- Article 15 Undergraduate students are required to earn no fewer than 12 credits and no more than 25 credits in each semester for the first to the third years of their studies, and no fewer than 10 credits and no more than 25 credits in each semester of their fourth year. Students who do not comply with this rule shall have their credits and grades forfeited for that year. However, under special circumstances, the department chair may permit a student to take fewer or more credits. This exception is limited to 6 credits fewer or 6 credits more than the credit limits described above. Compulsory credits that master and Ph.D. students must take shall be established by the various departments/graduate institutes.  
Students must progressively take the compulsory credits based on the compulsory course chart provided by the departments/graduate institutes and gain the graduation credits in accordance with the chart. Students shall not take the courses out of turn, and credits gained in this manner shall be excluded unless approved by the various departments/graduate institutes.  
Regarding courses listed on the compulsory course chart as lasting for one semester, if students take the courses for both the first and the

second semester, then with the department's approval the credits may be counted separately as compulsory and elective credits. However, if the credits from the first semester course will lead to the upper credit limit of the compulsory course chart, then the excess credit(s) will not be counted.

If individual departments/institutes have their own special regulations regarding how credits from the courses in the compulsory course chart are counted, then the said regulations must be clearly defined in the course regulations or in the special notes of the compulsory course chart.

Master/Ph.D. students may take doctoral /master courses with approval from their departments/institutes; credits and grades obtained outside their course of study shall be recognized by their respective departments/institutes. However, if such master students advance to the same Ph.D. program and the credits of the courses were not included into their minimum total credits as required for graduation, said students may apply for credit offset.

With approval from the department/institute offering the subject(s), undergraduate students in their third or fourth years may study subjects offered by the master's course, or subjects jointly offered by master's and doctoral courses. If said student's grades pass the master and doctoral standards, but these grades are not included in the minimum number of credits required for graduation, said student may apply for credit offset.

Undergraduate students that have applied to be an outstanding athletic performer at the University and whose applications have been approved may take fewer credits every semester. However, they shall take no fewer than three credits each semester.

Article 16 Students must not study more than one course in the same lecture time slot. Courses that clash in the students' timetables will be compulsorily removed.

Credits earned by retaking courses that have already been passed and have the same course title, or taking courses within the same semester that have the same name, shall be deemed as course repetition.

Credits from repeated courses shall be excluded unless approved by the department chair. This excludes situations where students are required to repeatedly study the same course or repeatedly study the same course in the same semester due to transfers to other departments, minors, double majors, credit courses, or other special situations and situations where approvals have been obtained from the head of the department or institute to re-take a particular course.

If students take courses that have already been passed and have the same course title with the approval of the head of the department or institute, then, in principle, credits earned from these courses shall be

- excluded from the students' overall grades and graduation credits.
- Article 17 Students who have failed or not taken the first part of a two-semester course are not allowed to take the second part of that course in the second semester. Courses will be compulsorily removed from selection if they do not comply with this rule. However, with approval from their department/graduate institute, students may take the course offered in the second semester first, then take the course offered in the first semester, and their credits and the grades shall be recognized. For a two-semester course, the student's credits for the course taken and passed in the first semester shall be recognized even if the student does not complete the second semester of the course for any reason.
- Article 18 (Deleted)
- Article 19 Master and Ph.D. students taking master/doctoral/undergraduate courses and undergraduate students taking courses that require course fees are all required to pay credit fees. Undergraduate students who have their graduation deferred in order to make up a course or retake zero-credit courses shall pay credit fees based on weekly lecture hours at the standard rate charged for undergraduate courses by the College of Liberal Arts. Undergraduate students shall pay credit fees if they take retake already-passed courses for the third time or more. All students of the University are required to pay fees for using computer and network communication facilities. Students who use the language and audiovisual facilities in the Foreign Language Center shall pay the language learning equipment fee. Students will be given a grade of zero during course assessment if they fail to pay the two fees above within the given deadline.
- Article 19-1 (Deleted)

#### Chapter 4 Course Credits and Grades

- Article 20 Undergraduate students must earn at least 128 credits in order to graduate. This excludes situations where permission is sought from the Ministry of Education to reduce credit requirements for instructional research. Students of Hong Kong, Macao or foreign origins who have enrolled in undergraduate studies and have education backgrounds equivalent to the second year of a domestic high school are required to earn an additional 12 credits before graduation. Master students shall earn no fewer than 24 credits. Ph.D. students shall earn no fewer than 18 credits. Undergraduate students who are also studying Ph.D. courses in their final year shall earn a total of no fewer than 36 credits, inclusive of Ph.D. credits. Master students who are concurrently studying Ph.D. courses shall earn no fewer than 30 credits,

inclusive of Ph.D. credits.

Article 21 For undergraduate students, the credits required to graduate include common compulsory courses, major compulsory courses, and elective courses. Common compulsory courses comprise of general knowledge, physical education, and service courses.

Students may not graduate if they fail any of the compulsory courses. Students that fail major compulsory courses shall be required to retake them.

Article 22 To transfer into the second year of study of any undergraduate course, the student must have enrolled in the University for at least three years. Students transferring into the third year must have studied in the University for at least two years.

Transfer students who have already passed the required courses and obtained the credits at the original university are eligible for exemption from retaking the same courses; or when necessary, those who passed screening shall be exempt. Credit transfers are subject to comply with Rules for Substituting Credits for University Students.

Article 23 Courses are given 1 credit for every hour of lecture taught per week. Practical training placements and internships do not contribute credits to the courses they are affiliated with. For-credit practical training or laboratory courses shall be taught 2 to 3 hours per week for each credit.

Article 24 The following are methods for assessing students' grades:

- I. In-class grades: May be marked by course instructors at any time.
- II. Mid-term examination: Held on designated dates within each semester.
- III. Final examination: Held on designated dates towards the end of each semester.

Mid-term and final examinations are governed by the Rules for In-class Mid-term and Final Examinations.

Article 25 After each final examination, full-time and part-time teachers of the University shall hand in all students' grades to the Registration Section of the Office of Academic Affairs before deadline.

The students' grades for the first semester shall be submitted within 2 weeks after the end of final examinations, as established by the University, and grades for the second semester shall be handed in before July 31.

Grades earned by undergraduate students who will be graduating for graduation examinations and grades earned during summer courses shall be submitted within 1 week after the end of final examinations as established the University, and 1 week before the end of the summer courses, respectively.

If any instructor fails to submit all grades by the dates specified above, the Office of Academic Affairs shall notify the instructor of the course as well as the head of the department (graduate institute/program) that



offers the course. The names of the instructors who fail to submit the grades more than 1 week after the designated deadline shall be published online.

If an instructor fails to provide the grade of an undergraduate student 1 week after the subsequent semester commences, the student will be given a zero and ranked immediately afterwards.

Instructors who fail to turn in grades for master and Ph.D. students in time shall proceed according to the Grading Guidelines.

Article 26

Students will be graded on their academic performance, with a maximum score of 100. A passing grade of 60 applies for undergraduate students, and 70 for master and Ph.D. students. No credits will be awarded to failed courses. Special courses may be assessed on a pass/fail basis if approval is obtained from the curriculum committee and resolved in an Academic Affairs Meeting.

Master and Ph.D. students must achieve a grade of 70 or higher in the degree examination in order to pass master/Ph.D. courses.

Master and Ph.D. students are subject to a pass grade of 60 for the undergraduate courses they take. However, credits earned from undergraduate courses do not contribute towards fulfilling their semester and graduation requirements.

Starting from the 2017 academic year, Chinese and English transcripts will be produced separately. Chinese transcripts shall express the student's grades out of 100, while English transcripts shall assign a letter grade to the student. The related procedures shall be conducted in accordance with the National Chengchi University Student Grade Guidelines.

Students' conduct grades shall be determined in accordance with the National Chengchi University Guidelines for Student Conduct Evaluation.

Article 27

Undergraduate students enrolled in summer courses are subject to comply with Rules for Offering Summer Courses.

Grades for summer courses shall be recorded in accordance with the University's relevant Rules for Offering Summer Courses.

Article 28

Students' grades can not be changed once they are submitted to the Office of Academic Affairs. The student may request for a change of grade if any error occurs in recording keeping or grade calculation. If the issue does not concern the student's withdrawal from the University, the course instructor may issue a written proof of the error committed and present the case for approval by the relevant department/graduate institute. Once the Dean of Academic Affairs has agreed, the Registration Section may proceed to correct the record accordingly.

If the change of grade concerns a student's withdrawal from this University, then the matter in question shall be escalated to the President of the University and brought to discussion during an

Administrative Affairs Meeting in addition to the above procedures. Undergraduate students may be included in the ranking for the current semester only if the change of grade is completed within 1 week after the subsequent semester begins. For the interests of other students, re-ranking shall not take place for students who have their grades corrected after the deadline.

Grade corrections must be completed before the suspension deadline of the upcoming semester. No late entries will be permitted.

Article 29

Students' grade average is calculated as follows:

- I. A student's grade in percentage term is multiplied to the number of credits the course carries to obtain an integrated score.
- II. The sum of credits earned by a student in a given semester shall exclude summer courses and courses that are assessed on a pass/fail basis. A student's semester grade average is derived by dividing the sum of credits earned by the sum of integrated scores for that semester.
- III. A student's program grade average is derived by dividing the sum of credits earned in all semesters (including summer courses) by the sum of integrated scores throughout the program.

The average grades of undergraduate students are their grades for graduation.

For master and Ph.D. students, the graduation grade is calculated as the average between their program grade average and their degree examination grade.

All grades listed above are rounded to the second decimal place.

Article 30

(Deleted)

Article 31

(Deleted)

Article 32

(Deleted)

Article 33

If an undergraduate student fails  $\frac{1}{2}$  of the total credits taken in a single semester for two consecutive semesters or three total semesters, the student shall be required to withdraw from the University.

However, for undergraduate overseas Chinese students, students from Hong Kong/Macau, foreign students, Mongolian and Tibetan students returning to Taiwan, aboriginal students, children of government officials residing in foreign countries, or students qualifying as "outstanding athletic performers" as stipulated in Article 15, paragraph 6, if for two consecutive semesters or a total of three semesters, the combined credits of failed courses equal to  $\frac{2}{3}$  of the total credits taken in one semester, they shall be required to withdraw from the University..

The regulations stipulated in the preceding two paragraphs shall not apply to undergraduate students taking fewer than 9 credits in a semester.

Grades for physical education, military education, and medical

knowledge elective courses shall be included for the total credit calculation mentioned in the three paragraphs above.

The regulations stipulated in paragraphs 1 and 2 above regarding school withdrawals for unsatisfactory grades shall not apply to students holding a Physical and Mental Disability Certificate or those who have been identified by the municipal or county (city) governments as special education students and designated and admitted into the University by the University's counseling committee as gifted/disabled students.

Article 34 Undergraduate students who have yet to take or retake required credits that can only be taken in the second semester in their extended year before graduation may forgo enrollment for the first semester and apply for a suspension of studies instead. Students who enroll are required to select at least 1 course.

#### Chapter 5 Leave of absence

Article 35 Students are required to apply for leave of absence according to the Leave Policy if they are unable to attend lectures. Any absence in which leave has not been applied or approved shall be regarded as truancy.

If a student cannot take mid-term or final examinations due to special circumstances such as illness, then matters regarding the student's leave of absence and make-up examinations shall be handled at the instructor's discretion.

Any absence from an examination without proper leave approval shall be regarded as a truancy of examination.

Students who have requested leave due to public affairs shall not be regarded as truancy.

The grades of any students who fail to attend the course or the examination shall be properly marked by the course instructor based on the actual situation.

Article 36 (Deleted)

#### Chapter 6 Department transfers, minors and double majors

Article 37 Undergraduate students may apply to transfer to other departments before the beginning of their second academic year. Transfer provisions shall be separately established and submitted to the Ministry of Education for future reference.

Article 38 Undergraduate students may apply to study double major or minor within or outside this University starting from the second year. Students who have deferred their graduation may not apply.

Those who apply for a double major must choose their majors within the same department. Each student may choose up to two minors.

Students who are opting for double majors or minors are subject to comply with the University's Major and Minor Policy, the rules of which shall be separately established and submitted to the Ministry of Education for future reference.

Article 39 (Deleted)

Article 40 Students of the University may enroll in credit programs in accordance with the Guidelines for Establishing the Credit Program. The rules of which shall be separately established.

Undergraduate students in their second year of study and above and master and Ph.D. students may apply to enroll in the Teacher Education program offered by the Teacher Education Institute, which is subject to the Rules for Selecting Students to Participate in the Program Offered by the Teacher Education Institute of the University. The rules shall be separately established and submitted to the Ministry of Education for future reference.

Article 40-1 Master students may apply for a one-time transfer to another graduate institute, provided that they obtain approvals from directors of both the origin and destination institutes prior to the commencement of the second academic year.

In principle, each graduate institute may accept transfer students for 10% of its approved enrollment quota in the given year.

Rules regarding transfers of master students shall be formulated by each graduate institute and listed in the terms and conditions of their master programs.

After the transfer application has been approved, the student shall take classes in accordance with the compulsory course chart for the academic year after the transfer is registered, and the student may no longer apply to transfer back or to another institute.

#### Chapter 7 Suspension, preservation of student status, withdrawal, reinstatement and transfer of university

Article 41 Students may apply to suspend studies, extend existing suspension, or withdraw from the University when necessitated by special circumstances. Suspension of current semester's studies must be submitted before the final examination. No late entries will be accepted. The suspension may be approved from 1 semester up to 2 academic years, subject to the University's approval. In general, the maximum length of suspension is 2 academic years. In cases where further extensions of a semester or an academic year are required due to serious illness or other special reasons, the student may submit an application to seek special approval from the President of the University. In principle, the extension shall be limited to one time.

Students who have suspended their studies shall have study records deleted for the duration of their suspension.

Article 42 Students may apply to maintain their student status prior to the specified deadline under any of the following circumstances:

- I. Compulsory military service.
- II. Pregnancy or childbirth.

III. Tending to their children below the age of three.

Applicants shall attach relevant supporting documents to all applications above. Reservation of student status under sub-paragraphs I and II above are subject to a maximum of 1 year, except in situations where the military service requires the student to be absent for more than 1 year. Reservation under sub-paragraph 3 is subject to a maximum of 3 years.

Students who wish to make retrospective applications to maintain their admissions qualification must be registered students at the University. No entries shall be accepted from students that have graduated, have withdrawn, or have had their registration cancelled.

Students who are granted the permission to maintain their admissions qualification shall have study records deleted for the duration of that period.

Article 43 Upon expiration of the approved period for suspension of studies or retention of student status, the student should resume studies immediately. In cases where a student wishes to resume study before the aforementioned expiration date, the student should complete all relevant procedures before the deadline and complete the enrollment process within the specified timeframe. Upon resumption, the student should return to the original department or graduate institute to continue the uncompleted programs. In cases where a student applies for a suspension of studies or maintenance of their admissions qualification half way through a semester, the student shall resume study from the year where the student had left off upon returning.

Article 44 (Deleted)

Article 45 (Deleted)

Article 46 Students will be withdrawn or expelled from their enrolled programs in any of the following circumstances:

- I. The student fails to enroll on time and has maxed out all available suspension quota.
- II. The student is unable to complete all of the courses and credits required by the department/graduate institute despite the extended term of study.
- III. A student in an master or Ph.D. program is unable to complete the qualification assessment process for master or Ph.D. candidates as required by the department/graduate institute within the specified years of study.
- IV. A student in an master or Ph.D. program is unable to pass the degree examination as required by the respective university or department/ graduate institute during the years of study.
- V. The student has enrolled but does not select any courses, and has maxed out all available suspension quota. This restriction, however, does not apply to undergraduate, master or Ph.D. students who

have completed all required coursework but are pending to pass their foreign language exams.

VI. Other reasons as defined by these Regulations.

VII. Other reasons as defined by the University's "Regulations for Awarding or Disciplining Students."

VIII. The student has been expelled in accordance with the National Chengchi University Guidelines for Graduate Degree Examinations.

IX. The student has voluntarily applied for withdrawal from the University due to none of the above reasons.

For students who are expelled before the suspension deadline for the semester shall have their class records for the semester deleted.

Article 47

A student who is forced to withdraw or undergoes disciplinary dismissal may file an appeal according to the University's Student Appeal Policy. Appeals shall not disrupt or stop any existing decisions made until results are ascertained. However, the student who filed the complaint may submit a written application to continue to be educated at the University. The Student Appeal Policy exists as a separate set of rules.

A student who receives a punishment and is not granted relief after bringing forth an internal appeal can proceed further to seek legal appeal and administrative litigation. Existing decisions made on the student shall be repealed if they have been ruled as illegal or inappropriate by the competent authority or the administrative court.

A student may resume study once the expulsion/withdrawal decision has been repealed. If the student's reinstatement can not be effected immediately due to special circumstances, the Office of Academic Affairs and the respective department/graduate institute shall assist the student to resume studies. An application can be filed to retrospectively treat the student's absence as a suspension until fully reinstated.

Article 48

Students who are forced to withdraw or undergo disciplinary dismissal, as decided by the Student Disciplinary Committee, can no longer enroll to the University.

If the aforementioned students have graduated, their degree shall be revoked.

Article 49

Students may apply for various proofs of their study at the University, except for the following circumstances:

I. The student's admission qualification has been deemed non-compliant with policies after a subsequent review.

II. Student has undergone disciplinary dismissal.

To apply for proofs of study, students are required to follow Rules for Application of Documents by Students, which has been established as a separate policy.

Article 50 Undergraduate programs require students to earn a minimum number of credits over a typical period of 4 years, which does not include semesters in which students suspend their studies or reserve their student status. However, students may extend their study for 1 to 2 years, if needed. They may also participate in internships as required by the curriculum of the department, which shall last another half a year to 2 years.

Undergraduate students with outstanding academic performances and have completed the required credits one semester or one academic year ahead of the maximum years of study shall be allowed to graduate early. Undergraduate students who fail to complete the required credits within the maximum years of study can extend their study, for a duration from 1 semester to 2 academic years. Those who cannot complete the required credits within the maximum years of study because of double majors can extend their study, for a duration from 1 semester to 1 academic year.

Undergraduate students who are outstanding athletic performers, as defined by paragraph 6 of Article 15, or physically or mentally disabled, as defined by paragraph 4 of Article 33, may extend their study for another 4 years at most.

Article 51 Students who have exhibited excellent academic performance as described in Section 2 and have complied with the requirements below may apply for early graduation at their respective departments; once the Department Affairs Committee approves the application, the application shall be forwarded to the Office of Academic Affairs for further processing:

- I. Having achieved an average grade of 80 and above, or ranking in the top 20% of all students in the same year in the same department (excluding grades earned in the semester which the student expects to graduate early).
- II. Having maintained a personal conduct score of at least 80, or A, in every semester.

Students must have an average grade of 80 or above for the semester in which they submit an application, in order to successfully apply for early graduation in accordance with the previous paragraph. Furthermore, their personal conduct scores must fulfill the standards of the previous two subparagraphs.

Each department may at its discretion implement standards that are more stringent than the two described above.

Article 52 Undergraduate students who have completed their required credits one semester or one year ahead of scheduled graduation but do not satisfy the above conditions will still be required to enroll for next semester's studies. The required credits for the upcoming semester, in which case, shall be governed by Article 15.

- Article 53 Master programs should have a duration of 1 to 4 years, whereas Ph.D. programs should have a duration of 2 to 7 years. These durations do not include semesters in which students suspend their studies or reserve their student status.
- Students who advance directly to Ph.D. programs shall follow the Ph.D. program duration from the time of transfer. If the student returns to his/her original master program after gaining approval, the length of study spent in the Ph.D. program shall not be counted towards the maximum years of study for the master program.
- On-the-job master programs should have a duration of 1 to 4 years. This duration does not include semesters in which students suspend their studies or reserve their student status. Students who do not complete their required coursework or their degree theses within that duration may extend their studies for 1 academic year.
- Master and Ph.D. students who have been recommended to pursue double degrees may extend their studies for 1 academic year.
- Article 54 Undergraduate students who have completed and passed their required credits, and who fulfill the graduation requirements of their department, may graduate at the end of the program and be awarded a bachelor's degree.
- Article 55 Master students may apply to participate in the degree examination only after completing their required coursework and submitted their theses. Each department/graduate institute has the discretion to decide whether to impose eligibility assessments for students before they submit their theses.
- Ph.D. students may apply to participate in the degree examination only if they have completed their required coursework, passed the eligibility assessment, and submitted their theses.
- Each department/graduate institute has the discretion to devise and implement its own methods for assessing students' eligibility described in the two preceding sections.
- Degree examinations for master and Ph.D. students are governed by the Postgraduate Degree Examination Guidelines, which shall be separately established and submitted to the Ministry of Education for ratification.
- Article 56 Master students who have passed their degree examinations may graduate at the end of the program and be awarded a master's degree.
- Ph.D. students who have passed their degree examinations may graduate at the end of the program and be awarded a doctoral degree.
- Students who have advanced directly to a Ph.D. program and completed their maximum years of study, passed the PhD candidate assessment but failed the degree examination may still be awarded a master's degree, if the Ph.D. thesis is rated by the Ph.D. exam committee to have satisfied the master's level.
- Article 56-1 If the thesis, creation, performances, written report, or technical report



produced by an master or Ph.D. student who was already granted a degree is later discovered and confirmed to have been plagiarized or falsified, the student's degree shall be revoked and will be remarked on record as having been forced to withdraw from the university.

#### Chapter 9 Supplementary Provisions

- Article 57 The rights, protections, appeals, and relief channels of students who study on scholarships or assistanceships shall be handled in accordance with the National Chengchi University Regulations for the Protection of the Rights of Students on Scholarships or Assistanceships or Students Working as Part-Time Teaching Assistants.
- Article 58 Matters not provided herein shall be subject to the University Act and its implementation rules, the Degree Conferral Law and its implementation rules, and the relevant regulations promulgated by the Ministry of Education.
- Article 59 These Regulations shall be promulgated by the President of the University after being approved by an Academic Affairs Meeting of the University and be submitted to the Ministry of Education for future reference. The same procedures shall apply to any subsequent amendments.