

National Chengchi University Regulations

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(Full amendment history at the end of this document)

Chapter 1 General Provisions

Article 1 *National Chengchi University Regulations* (“the Regulations”) have been formulated in accordance with the *University Act* and its implementation guidelines, and modified to accommodate the needs of National Chengchi University (NCCU or “the University”).

Article 2 All matters concerning students of this university—including admission, leave of absence, retention of student status, deferment of admission, withdrawal, transfer of university, department transfers, program transfers, expulsion, enrollment in a minor, double major, or program at this or another university, inter-university course selection, academic performance evaluation, credit exemption and summer courses, student status processing related to military service or overseas travel, duration of study, and conferral of degrees—shall be handled in accordance with the 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*.

Article 2-1 For men born in the year 2005 and after, beginning from the year 2024, the compulsory service for active-duty soldiers will be reinstated. To accommodate the academic pursuits of male students enrolled in undergraduate programs while fulfilling their military service obligations, this institution will establish specific guidelines for flexible academic arrangements. These guidelines will be formulated separately and submitted to the Ministry of Education (MOE) for future reference.

Chapter 2 Enrollment and Deferment of Admission

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 the law, may be admitted to pursue a bachelor's degree by passing the University's admission examination, or by referred through the University Stars Program, or by applying independently, or through the recommendation to TVE, or through the special selection to TVE, or through review or screening for outstanding athletic performers, or through the Individual Entrance Exam for Outstanding Athletic Performers, or through the Special Talent Selection process for undergraduate programs, or by passing entrance examination for Undergraduate National Defense Program, or through other special admission criteria provided by the MOE.

Candidates who possess any of the following qualifications, meet the Standards for Recognition of Equivalent Educational Levels for University Admission and 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.

Students may apply for transfer of credits and advance their student classifications in accordance with the *National Chengchi University Regulations for Credit Exemption* upon admission.

Article 4

Candidates who have graduated from public or registered private universities or independent colleges, or who have earned a bachelor's degree from a foreign university recognized by the MOE, or who have qualifications considered equivalent under legal regulations, may pursue a master's degree at the University if they are admitted through the University's post-graduate admission examination, admission via recommendation, the Master's Program for Indigenous Peoples, the in-service master's program, the in-service master's program for active military personnel in military camps, or the Master of Science in Global Banking and Finance.

The admission methods mentioned in the preceding paragraph shall be administered in accordance with the regulations for enrollment in the University's Master's and Ph.D. programs, as well as those for the Master's Program for Indigenous Peoples, the in-service Master's program, the in-service Master's program for active military personnel, and the Master of Science in Global Banking and Finance.

Article 5

Individuals who have graduated from public or accredited private universities or independent colleges, or have obtained a master's degree from an overseas university accredited by the MOE, or who possess qualifications equivalent to such degrees as stipulated by relevant laws, may, upon passing the University's Ph.D. program entrance exam or through a recommendation-based admission process, enroll to pursue a Ph.D. degree at the University.

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

Students of NCCU and of the University System of Taiwan in the final years of their

undergraduate studies and master program students who have enrolled for at least 1 year and have demonstrated exceptional academic records may apply for direct admission to doctoral programs. The application process shall comply with rules of the MOE, the University System of Taiwan Guidelines for Direct Admission to Ph.D. Programs, and the University's Ph.D. direct advancement policy.

Article 5-1 Students that have passed the Ph.D. program admission via recommendation, master program admission via recommendation, or the in-service master's program entrance exam for the first semester of each academic year, and who fulfill the requirements listed in the Admission Prospectus for that academic year, may apply for enrollment 1 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*.

Foreign students who have passed the entrance examination and been offered admission and fulfill the requirements listed in the Admission Prospectus for that academic year may apply for enrollment 1 semester early.

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

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* and the University's *Repatriate Study Independent Enrollment Regulations for Overseas Chinese Students and Hong Kong and Macau Students*.

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 dual degrees at all levels. These arrangements shall be governed in separate policies.

Article 8 (Revoked)

Article 9 (Revoked)

Article 10 Newly admitted students who are unable to complete the enrollment process due to any of the following reasons may apply for a deferment of admission by submitting a written request along with all supporting documents before the admission deadline, in order to retain their admission qualification; no fees shall be charged for this process:

1. For those with serious illness that requires long-term recuperation, the limit is set to 1 year.
2. Personnel serving in the military have their admission status retained pursuant to the statutory service period.
3. The student, the spouse of the student, or the partner of the student is pregnant,

had been pregnant, or is undergoing childbirth, the limit is set to 1 year.

4. Special events that prevent the student from enrolling on time, the limit is set to 1 year.
5. The student, their spouses, or partners raising children under the age of three shall have their eligibility to apply for admission reserved until the child reaches the age of three full years.
6. New undergraduate students participating in the Youth Education and Employment Savings Accounts Program, the limit is set to 3 years.

The qualifications for deferred admission mentioned in the preceding subparagraph can be applied for on an academic year basis and are limited to a single approval. Upon expiration of the deferment period, re-enrollment must be processed in accordance with the provisions of Article 13; failure to comply will result in the cancellation of student registration.

The “had been pregnant” mentioned in Paragraph 1, Subparagraph 3 refers to the student, the spouse of the student, or the partner of the student has had a miscarriage or had put her children up for adoption during the year of enrollment.

Article 11 If any of the misconducts below are found and proven to be true at the time of enrollment, students who have not registered and paid tuition fees will be disqualified for admission and have their enrollment statuses removed; students who have already enrolled and paid their tuition fees will be expelled. 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:

1. Deception or cheating in the examination.
2. Submitted borrowed, forged, or altered identification for registration.
3. Submitted inappropriate qualifications for admission.

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.

Chapter 3 Payment, Enrollment and Course Selection

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, application for leave of absence, or retention of student status two weeks after the deadline will be subject to Cancellation of Admission Qualification at the time of enrollment if they are new students for the current academic year. Students will either be put on suspension if they have not reached their maximum suspension period as defined in Article 41, or be subject to withdrawal from the University if they have exceeded the maximum suspension period. This excludes situations where students

have explained in writing and sought permission otherwise from the Office of Academic Affairs.

Article 14 Students' course selection within the University shall be governed by the University's *Guidelines for Course Selection* and related announcements.

Students' course selections in other domestic universities shall comply with *NCCU Regulations for Inter-University Course Selection*.

Students' course selections in any overseas university shall comply with the *NCCU Guidelines for Studying Abroad*.

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 be subject to withdrawal from the University in accordance with Article 46.

The matters stated in Paragraphs 1 to 4 must be submitted before the deadline. No late submissions 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. Master and doctoral students' semester credit requirements are determined by each department (or institute).

Students must progressively take the required 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 departments/graduate institutes.

Regarding courses listed on the compulsory course chart as lasting for 1 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 required 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 or institutes have specific regulations regarding how credits from courses listed in the compulsory course chart are to be counted, such regulations must be clearly stated either in the departments'/institutes' regulations or in the special notes section of the compulsory course chart.

Master's and doctoral students, upon approval from their respective departments or institutes, may enroll in doctoral or master's level courses, respectively. The recognition of credits and grades for these courses is at the discretion of the respective departments or institutes.

With approval from the department or institute offering the course(s), third- or fourth-year undergraduate students may enroll in courses offered by a master's program or in courses jointly offered by master's and doctoral programs.

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 are not allowed to enroll in more than one course scheduled at the same time. Courses with time conflicts will be removed from the student's course schedule.

Any of the following situations shall be considered a course retake:

1. Repetition of courses of previous years: A course that has been completed with a passing grade, a course taken again that has the same course title as a previous course, or a course that does not have the same title but has the same contents as determined by the department/institute.
2. Repetition of courses in the same semester: A course taken in the same semester that has the same course title as a previous course, or a course that does not have the same title but has the same contents as determined by the department/institute.

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 major, programs, 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 are considered as repeated courses 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 For full-year courses, students who have not enrolled in or failed the first semester's course are not permitted to enroll in the second semester's course, and any violations will result in the course being removed. However, exemptions are possible with the approval of the course instructor and the head of the department offering the course. Once the second semester's course is completed and passed, its credits and grades will be counted.

For full-year courses, 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 (Revoked)

Article 19 Master's and doctoral students taking master's, doctoral, or undergraduate courses, as well as undergraduate students taking fee-based courses, shall pay credit fees in accordance with the tuition and miscellaneous fee schedule of the corresponding program level as listed in the University's official fee standards.

Undergraduate students who extend their studies and are retaking or making up courses shall pay tuition and miscellaneous fees in accordance with the applicable standards listed in the University's tuition and miscellaneous fee schedule for each program level. Undergraduate students who retake a previously passed course for the third time or more shall be charged additional credit fees.

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 fees above within the given deadline. Students who have been approved to make retroactive payments before the leave of absence deadline of the current semester should be charged late fees in addition to the original fees. Late fees are calculated according to the number of days past due. It is calculated as 1% of the original fee for every two days past due, up to a maximum of 15% of the original fee and less than NT\$2,000.

Article 19-1 (Revoked)

Chapter 4 Course Credits and Grades

Article 20 Undergraduate students must earn at least 128 credits in order to graduate. However, exemptions are allowed for those who have received special approval from the MOE due to educational policies or research and teaching needs.

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 directly pursue a doctoral degree must complete no fewer than 36 credits, including the required doctoral program credits. Master students who directly pursue a doctoral degree must complete no fewer than 30 credits, including the required doctoral program credits.

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

Students that fail major required courses must retake them.

Article 22 The process for students to apply for credit exemption or upgrade their classification after enrollment is conducted in accordance with the University Regulations for Credit Exemption.

Article 23 The calculation of course credits is based on the principle that 1 credit corresponds to 18 hours of instruction. Courses with separate practical sessions may exclude those sessions from credit calculation. For practical or experimental courses that award credits, each credit requires 36 to 54 hours of instruction. All the aforementioned

courses should be completed within sixteen weeks.

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

1. In-class grades: May be marked by course instructors at any time.
2. Mid-term examination: Held on designated dates within each semester.
3. 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.

Students' grades for the first semester should be submitted within two weeks after the start date of the winter vacation as scheduled in the calendar; grades for the second semester should be submitted within three weeks after the start date of the summer vacation as scheduled in the calendar. If the grade submission deadline falls on a holiday or a school-wide adjusted holiday, it will be extended to the next working day.

Grades for the second semester and for any summer session courses of graduating bachelor students should be submitted within one week after the start of the submission period for the semester grades as mentioned above, and after the end of the current summer session.

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 one week after the designated deadline shall be published online.

If an instructor fails to provide the grade of an undergraduate student one 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 *NCCU Student Grade Directives*.

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 upon approval by the college or departmental curriculum committee and Academic Affairs Meeting.

Master's and doctoral program students must achieve a score of 70 or above to pass their degree examinations.

For master's and doctoral program students taking undergraduate courses, a passing grade is set at sixty points. However, the credits earned for such courses will not be included in the calculation of semester and graduation grades.

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 *NCCU Student Grade Directives*.

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 *Guidelines for Summer Classes*.

Grades for summer courses shall be recorded in accordance with the University's relevant rules for summer courses.

Article 28 Once students' grades have been evaluated and submitted to the Office of Academic Affairs, they may not be withdrawn. If a grade correction does not involve issues related to student withdrawal, and the correction is due to a registration or calculation error, the instructor must provide written proof of the original grade evaluation and complete a grade correction application. With the consent of the head of the department offering the course, the Registration Section may proceed with the correction. For grade corrections requested for reasons other than those specified above, formal application procedures must be followed, and approval from the Vice President of Academic Affairs is required. The correction may only be implemented after receiving such approval.

If a grade correction involves the determination of whether a student is to be withdrawn, it must be approved by a meeting of the course-offering unit and submitted to the Administrative Affairs Meeting for review and approval before the correction can be implemented.

Undergraduate students may be included in the ranking for the current semester only if the change of grade is completed within one 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:

1. A student's grade in percentage term is multiplied to the number of credits the course carries to obtain an integrated score.
2. 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.
3. 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 of the above grades, if presented in decimal form, shall be calculated to the second decimal place, with the third decimal place rounded off.

Article 30 (Revoked)

Article 31 (Revoked)

Article 32 (Revoked)

Article 33 (Revoked)

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 leave of absence instead. Students who enroll are required to select at least 1 course.

Chapter 5 Leave and Class 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 (Revoked)

Chapter 6 Department transfers, Minor, Double Major, University Bachelor Program and Credit (Teacher Education) Program

Article 37 Undergraduate students may apply for a transfer to another department starting from the second semester of the first year, but approval for such a transfer will only be granted once.

Lower division transfer students must complete the required credits and compulsory courses according to the compulsory course chart for the academic year corresponding to their transfer grade level. The repeated years in the original department shall not be counted toward the duration of study in the department to which the student transfers.

Students who are not allowed to transfer departments in accordance with the rules of the Admission Prospectus may not apply for department transfer.

Transfer students who have been admitted to NCCU in accordance with the rules of the *University System of Taiwan (UST) Regulations for Inter-School Transfer* may not apply for a transfer to another department.

The transfer of department for undergraduate students in this institution is conducted in accordance with the *NCCU Undergraduate Student Department Transfer Rule*.

Article 37-1 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 admission quota in the given year.

The rules regarding transfers of master's students shall be formulated by each graduate institute and clearly specified in their program regulations.

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. Transfer students who have been admitted to NCCU in accordance with the rules of the *University System of Taiwan (UST) Regulations for Inter-School Transfer* may not apply for a transfer to another institute.

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.

Students may pursue a double major in only one department and may take up to two minors in different departments.

Students who are opting for double major or minors are subject to comply with the University's *Guidelines for Undergraduate Students Declaring Double Major or Minor*.

Article 38-1 Master and Ph.D. students who are opting for double major or minors are subject to comply with the University's *Regulations Governing Master's and Doctoral Students Taking Double Major and Minor*.

Article 38-2 Regulations for undergraduate students pursuing a University Bachelor Program shall be handled in accordance with the University's *Guidelines for the University Bachelor Program*.

Article 39 (Revoked)

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 Institute of Teacher Education, 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 MOE for future reference.

Article 40-1 (Revoked)

Chapter 7 Leaves of Absence, Retention of Student Status, Withdrawal, Reinstatement and

transfer of university

Article 41 Students may apply for a leave of absence, an extension of leave, or withdrawal from the University when necessitated by special circumstances. Applications for leave of absence for the current semester must be submitted before the final examination. No late entries will be accepted.

A leave of absence may be approved for a minimum of 1 semester and up to a maximum of 2 academic years, subject to the University's approval. In general, the maximum duration of a leave of absence is 2 academic years. In cases where further extensions of 1 semester or 1 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, such an extension shall be limited to one time.

Students who are on a leave of absence shall have their study records deleted for the duration of the leave.

Article 42 During the semester, students who fall under the following circumstances should apply to retain their student status by submitting the relevant documentary evidence before the deadline for taking a leave of absence:

1. Personnel serving in the military have their admission status retained pursuant to the statutory service period.
2. The student, the spouse of the student, or the partner of the student is pregnant, had been pregnant, or is undergoing childbirth, the limit is set to 1 year.
3. Applicants, their spouses, or partners who are raising children under the age of three shall be eligible to retain their student status until the child reaches the age of three.

Students who wish to make retrospective applications to retain their student status for the semester during which they were on a leave of absence, as mentioned in Paragraph 1, must be registered students at the University. No entries shall be accepted from students who have graduated, withdrawn, or had their enrollment statuses removed.

Students who are granted the permission to retain their student status shall have study records deleted for the duration of that period.

Article 42-1 Enrollment fees are waived for new students and transfer students who apply for a leave of absence or retention of student status before the enrollment deadline of the first semester. Students who apply for a leave of absence or retention of student status after the enrollment deadline must pay the enrollment fees.

Article 43 Students should resume their studies upon the expiration of their leave of absence or retention of student status. If resuming studies early before the expiration, the process must be completed before the deadline for adding or dropping courses in the semester of return. Additionally, registration-related matters must be handled within the prescribed deadline. Upon resuming studies, students should continue their education in the original department (or institute) and complete their studies within the corresponding academic year or semester. Those who take a leave of absence or retain

their student status in the middle of a semester should resume their studies in the original academic year or semester of their education.

Article 44 (Revoked)

Article 45 (Revoked)

Article 46 Students will undergo disciplinary dismissal or be withdrawn from their enrolled programs under any of the following circumstances:

1. The student failed to enroll on time and has exhausted the maximum allowable leave of absence quota.
2. The student is unable to complete all of the courses and credits required by the department/graduate institute despite the extended duration of study.
3. A student in a 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.
4. A student in a 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.
5. The student has enrolled but does not select any courses, and has exhausted the maximum allowable leave of absence quota.
6. Other reasons as defined by these Regulations.
7. Those who have been expelled in accordance with the *NCCU Student Award and Penalty Regulations*.
8. The student has been expelled in accordance with the *NCCU Guidelines for Graduate Degree Examinations*.
9. A graduate of the University had committed academic falsehood or fraud while studying at the University, and the offense was investigated and confirmed to be true by the degree granting department and found sufficiently severe to revoke the degree.
10. Students who, according to the regulations or provisions stipulated in the Admission Regulations and Admission Prospectus, should be ordered to leave the school.
11. The student has voluntarily applied for withdrawal from the University due to none of the above reasons.

Students expelled before the leave of absence application deadline for the semester shall have their study records for that semester deleted.

Article 46-1 Students enrolled in the same program, department, or group within the university and holding more than one active enrollment status must choose one enrollment to continue and proactively withdraw from the other(s). Failure to do so, if discovered, will result in the retention of one enrollment for the student, with the others being withdrawn, based on the following principles:

1. Retain the enrollment for which the student has paid and registered for the current

semester.

2. If the student has paid and registered for more than one enrollment in the current semester, or if none of the enrollments are paid and registered for the current semester, retain the enrollment with the earlier admission date.

Students who are withdrawn from an enrollment according to the above rules, and whose withdrawn enrollment has an earlier admission year than the retained enrollment, may apply for a credit exemption for any unexempted courses taken at the university according to the university's credit exemption regulations.

Article 46-2 A student will be expelled if any of the following conditions is true:

1. Situations described in Article 11 of NCCU Regulations.
2. Those who have been expelled by the decisions of the NCCU Student Disciplinary Committee.

Article 47 A student who is forced to withdraw or is expelled may file an appeal according to the University's *Student Appeal Handling Guidelines*. 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 regulations for handling student appeals shall be formulated separately. 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 withdrawal / expulsion decision has been repealed. If a student's reinstatement cannot be processed immediately due to special circumstances, the Office of Academic Affairs and the respective department or graduate institute shall assist the student in resuming their studies. An application may be submitted to retrospectively classify the student's absence as a leave of absence until full reinstatement.

Article 48 Students who are forced to withdraw or are expelled, as decided by the Student Disciplinary Committee, may no longer enroll at 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:

1. The student's admission qualification has been deemed non-compliant with policies after a subsequent review.
2. Students who are expelled.

To apply for proofs of study, students are required to follow the *Regulations for Issuance of Certificates*, which has been established as a separate policy.

Chapter 8 Duration of study and the conferred degree

Article 50 Undergraduate programs require students to earn a minimum number of credits within

the typical duration of 4 years, which does not include semesters in which students take leaves of absence or retain their student status. However, students may extend their study for 1 to 2 academic years, if needed. They may also participate in internships as required by the courses of the department, which shall may last another 1 semester to 2 academic years.

Undergraduate students with outstanding academic performances and have completed the required credits 1 semester or 1 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 major can extend their study, for a duration from 1 semester to 1 academic year.

Undergraduate students who are outstanding athletic performers, as defined by Article 15, Paragraph 7 or who carry a disability certificate or who carry an educational stage at senior secondary level and above Valid Certification certified by MOE or city government Special Education Students Diagnosis and Placement Counseling Committee may apply to extend the duration of study by up to 4 academic years, If they are unable to complete all required courses during the duration of study mentioned in Paragraph 1. Those with double major have the option to extend their studies for 1 semester or 1 academic year.

If the student, the spouse of the student, or the partner of the student was pregnant or raising a child under the age of three while enrolled, the student may apply for an extension of the duration of study for up to 2 academic years by providing relevant supporting documents.

The extensions of duration of study in Paragraph 3 and Paragraph 4 of this Article cannot be accumulated

Article 51 Students who have exhibited excellent academic performance as described in Paragraph 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:

1. 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).
2. having no disciplinary records for each semester or with a conduct grade of at least 80 points or above A.

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 2 subparagraphs.

Departments may establish stricter standards based on the academic performance regulations mentioned in the preceding 2 paragraphs.

Article 52 Undergraduate students who have completed their required credits 1 semester or 1 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 study of 1 to 4 years, whereas Ph.D. programs should have a duration of study of 2 to 7 years. These durations do not include semesters in which students take leaves of absence or retain their student status.

Students who advance directly to Ph.D. programs shall follow the Ph.D. program duration of study from the time of transfer. If the student returns to his/her original master program after gaining approval, the duration of study spent in the Ph.D. program shall not be counted towards the maximum duration of study for the master program.

In-service master's program should have a duration of study of 1 to 4 years. This duration of study does not include semesters in which students take leaves of absence or retain their student status. Students who do not complete their required courses or their degree theses within that duration may extend their studies for 1 academic year.

Master and Ph.D. students pursuing a double major who have completed the minimum required credits of their primary department, met the graduation requirements, and passed the degree examination, but have not met the graduation requirements of the double major department, may extend their duration of study by 1 academic year for master's program students and 2 academic years for Ph.D. students, upon approval by the department affairs or program affairs meeting and the consent of the Vice President of Academic Affairs. Master and Ph.D. students pursuing a minor must complete their studies within the original study period and are not allowed to extend their duration of study.

Master and Ph.D. students who have been recommended to pursue dual degrees aboard may extend their studies for 1 academic year.

Master's degree or Ph.D. students who carry a disability certificate or who have a senior secondary level and above Valid Certification certified by MOE or city government Special Education Students Diagnosis and Placement Counseling Committee, or the spouses of the students, or the partners of the students had been pregnant or raising children under the age of three may apply to extend the duration of study by up to 2 academic years if they are unable to complete all required courses and finish their theses during the duration of study mentioned in Paragraph 1 to Paragraph 4.

The previously mentioned extensions of duration of study cannot be accumulated

Article 54 Undergraduate students who have completed the study period, fulfilled the required coursework and credits with passing grades, and met the graduation requirements of the department, are permitted to graduate.

NCCU will issue a Bachelor's Degree diploma to students who meet the previously

mentioned graduation requirements and have completed all required items on the Graduation Departure Checklist.

The required items in the previously mentioned Graduation Departure Checklist must pertain to the maintenance of academic quality and the complete development of student personality in order to be eligible for processing.

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 2 preceding sections.

Degree examinations for master and Ph.D. students are governed by the *Guidelines for Graduate Degree Examinations*, which shall be separately established and submitted to the MOE for ratification.

Article 56 Master's and Ph.D. students who have completed their duration of study, fulfilled the required courses and credits, and met all the regulations of the NCCU Guidelines for Graduate Degree Examination shall be granted graduation.

NCCU will issue a Master's degree diploma or Ph.D. degree diploma to Master's or Ph.D. students who meet the previously mentioned graduation requirements and have completed all required items on the Graduation Departure Checklist.

Students who have advanced directly to a Ph.D. program and completed their maximum duration of study, passed the Ph.D. 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. degree exam committee to have satisfied the master's level.

The required items in the Graduation Departure Checklist mentioned in Paragraph 2 must pertain to the maintenance of academic quality and the complete development of student personality in order to be eligible for processing

Article 56-1 Master's or Ph.D. students who have been awarded their degrees will have their degrees revoked and be remarked on record as having been forced to withdraw from the university if any of the theses, works, achievement certificates, written reports, technical reports or professional practice reports are found to involve fraud, alteration, plagiarism, ghost writing or academic dishonesty.

Chapter 9 Supplementary Provisions

Article 57 The rights, protections, appeals, and relief channels of students who study on scholarships or assistantships shall be handled in accordance with the NCCU Regulations for the Protection of the Rights of Students on Scholarships or

Assistantships or Students Working as Part-Time Teaching Assistants.

Article 58 Matters not provided herein shall be subject to the *University Act*, the *Enforcement Rules of the University Act*, the *Degree Conferral Law*, and the relevant regulations promulgated by the MOE.

Article 59 This Regulation is promulgated and implemented after being approved by the University Council, and is filed with the MOE for future reference. The same procedure applies to any amendments.

(Full Amendment History)

February 17, 1967	Deliberated and approved by the 23rd Administration Meeting
July 19, 1967	Amended and approved by the 344th Administration Meeting
April 18, 1969	Ratified by MOE in Letter No. Tai (1968) Kao Tzu 7396
January 10, 1977	Referenced by MOE in Letter No. Tai (1977) Kao Tzu 0277
June 27, 1980	Amended and approved by the 50th University Council
December 03, 1980	Referenced by MOE in Letter No. Tai (1980) Kao Tzu 39383
June 29, 1991	Approved by the 72nd University Council
August 08, 1991	Referenced by MOE in Letter No. Tai (1991) Kao Tzu 41777
September 18, 1991	Ratified by MOE in Letter No. Tai (1991) Kao Tzu 49708
November 27, 1991	Ratified by MOE in Letter No. Tai (1991) Kao Tzu 63818
January 11, 1992	Amended and approved by the 73rd University Council
January 14, 1995	Amended and approved by the 82nd University Council
November 23, 1996	Amended and approved by the 92nd University Council
May 13, 1997	Referenced by MOE in Letter No. Tai (1997) Kao (II) Tzu 86051061
January 17, 1998	Amended and approved by the 99th University Council
April 18, 1998	Amended and approved by the 100th University Council
June 17, 1998	Amended and approved by the 101st University Council
July 07, 1998	Referenced by MOE in Letter No. Tai (1998) Kao (II) Tzu 87069106
July 18, 1998	Referenced by MOE in Letter No. Tai (1998) Kao (II) Tzu 87076758
January 12, 2001	Amended and approved by the 111th University Council
February 26, 2001	Referenced by MOE in Letter No. Tai (2001) Kao (II) Tzu 90023146
November 24, 2001	Amended and approved by the 115th University Council
January 02, 2002	Referenced by MOE in Letter No. Tai (2001) Kao (II) Tzu 90185309
April 20, 2002	Amended and approved by the 117th University Council
September 27, 2002	Referenced by MOE in Letter No. Tai (2002) Kao (II) Tzu 91146535
January 09, 2003	Amended and approved by the 121st University Council
March 25, 2003	Referenced by MOE in Letter No. Tai Kao (II) Tzu 0920042294
November 22, 2003	Articles 26 and 29 were amended and approved by the 125th University Council
January 05, 2004	Article 27 was amended and approved by the 126th University Council
February 19, 2004	Referenced by MOE in Letter No. Tai Kao (II) Tzu 0930014995
April 17, 2004	Articles 25, 28, and 33 were amended and approved by the 127th University Council
August 04, 2004	Referenced by MOE in Letter No. Tai Kao (II) Tzu 0930093219
April 15, 2006	Articles 10, 15, 19, 19-1, 42, and 51 were amended and approved by the 138th University Council
June 08, 2006	Articles 2, 5, 6, 8, 13, 15, 38, 39, 40, 41, and 50 were amended and approved by the 139th University Council
September 07, 2006	Referenced by MOE in Letter No. Tai Kao (II) Tzu 0950125041
June 21, 2007	Articles 13, 20, 42, and 50 were amended and approved by the 144th University Council
September 14, 2007	Article 33 was amended and approved by the 145th University Council
January 15, 2008	Articles 7, 11, 25, 40, 40-1, and 46 were amended and approved by the 147th University Council

	Council
March 18, 2008	Referenced by MOE in Letter No. Tai Kao (II) Tzu 0970037872
April 19, 2008	Article 51 was amended and approved by the 148th University Council
November 22, 2008	Article 51 was amended and approved by the 151st University Council
April 24, 2010	Articles 5, 10, 13, 33, 41, 42, 43, 48, and 58 were amended and approved by the 158th University Council
June 25, 2013	The entire Regulations were amended and approved by the 174th University Council
September 11, 2014	Articles 13, 17, 19 and 33 amended and approved by the 180th University Council
January 18, 2016	Articles 2 and 33 amended and approved by the 187th University Council
February 19, 2016	Referenced by MOE in Letter No. Tai Chiao Kao (II) Tzu 1050022127
March 04, 2016	Issued by Letter No. Cheng Chiao Tzu 1050004554
January 05, 2018	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 Council
February 14, 2018	Referenced by MOE in Letter No. Tai Chiao Kao (II) Tzu 1070009410
March 31, 2018	Issued by Letter No. Cheng Chiao Tzu 1070008039
June 28, 2019	Article 33 was deleted by the 204th University Council
August 21, 2019	Referenced by MOE in Letter No. Tai Chiao Kao (II) Tzu 1080113726
August 28, 2019	Issued by Letter No. Cheng Chiao Tzu 1080026657
June 24, 2020	Articles 2, 3, 4, 5, 6, 6-1, 6-2, 19, 21, 22, 42, 46, 50, 53 and 56-1 amended and approved by the 209th University Council
August 4, 2020	Referenced by MOE in Letter No. Tai Chiao Kao (II) Tzu 1090111765
September 14, 2020	Issued by Letter No. Cheng Chiao Tzu 1090066643