



Tunghai University Academic Regulations

Reviewed and Approved by 150th Meeting of Academic Affairs on April 21, 2015

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July 30, 2015 Tai-Jiao-Gao-(2)-Zi No. 1040092542 Letter for Future Reference

Chapter 1. General Regulations

Article 1. To handle student enrollment status and relevant study matters, Tunghai hereby particularly stipulates the Academic Regulations based on the University Act and Enforcement Rules of the University Act and related regulations.

The term “department” mentioned hereof refers to departments, independent institutions and degree programs.

Article 2. Students entry (transfer), retention of student status, payment, registration, course selection, academic credit, performance evaluation, departments or institutions transfer, minor program, double major, credit courses, suspension, dropout rehabilitation, dropouts, term of study, graduation and other school-related matters, unless otherwise provided by law and regulations, shall be handled in accordance with the Academic Regulations.

Chapter 2. School Entry (Transfer) & Retention of Admission Qualification

Article 3. The School publicly recruits first-year students of Master programs, Doctoral programs and Bachelor programs or, as the case may be, each Department's second-year and third-year transfer students of Bachelor programs (fourth-year students of Department of Architecture) before the beginning of each academic year; the contents hereof shall be separately prescribed in brochures.

The preceding kinds of admission requirements shall be separately prescribed, submitted to the meeting of Academic Affairs for approval and reported to the Ministry of Education for ratification to implement.

Article 4. Anyone who graduated from a public, an accredited private senior high school or an equivalent school, or has the equivalent qualifications and pursuant to the conditions described in the school brochures and was granted admission to the faculty through recruitments of the School, may enroll in the School to study for a bachelor's degree.

Anyone who graduated from a university, an independent college or the university pursuant to the Regulations Regarding the Assessment and



Recognition of Foreign Academic Credentials for Institutions of Higher Education with a bachelor degree or an equivalent qualification and pursuant to the conditions described in the School brochures, and was granted admission to the faculty through master program recruitments of the School, may enroll in master program at the School to study for a master 's degree.

Anyone who graduated from a university, an independent college or the university pursuant to the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education with a master degree or an equivalent qualification and pursuant to the conditions described in the School brochures and was granted admission to the faculty through recruitments of the School, may enroll in doctoral program at the School to study for a doctoral degree.

The graduating students of Bachelor programs or graduates of master programs having completed at least one year's study with outstanding academic achievement may apply for a directly advanced study of doctorates in accordance with the School's "Operational Directions of Directly Advanced Study of Doctorates". Such operational directions shall be separately provided and implemented after the approval of the meeting of Academic Affairs.

A student who was granted admission to different departments of the same academic system as a new student in the same academic year may select only one department to study at, otherwise, such enrollment qualification will be revoked.

Article 5. Foreign students may apply for enrollment to this School in accordance with the School's "Enrollment Rules for Foreign Students". Such rules shall be separately provided, approved by the meeting of Academic Affairs and implemented after being reported to the Ministry of Education for ratification.

Foreign students studying in Taiwan and being permitted to initially set up household registration and move household registration in Taiwan or to be Naturalized or to resume ROC nationality during the education but losing status of foreign students shall be made to drop out.

Article 6. Students of the School and overseas colleges or universities may pursue degrees at home and abroad and mainland China in accordance with Implementation Regulations for Dual Degree System of Tunghai and Overseas Universities, such regulations shall be separately prescribed, approved by the meeting of Academic Affairs and reported to the Ministry of Education for future



reference.

Article 7. Those who have passed the transfer students' examination held by the School may transfer to the equivalent grade of bachelor programs to study for a bachelor's degree. Transfer students' entry requirements and qualifications shall be handled according to the School's "Rules Regarding Recruitment of Transfer Students for Bachelor's Programs".

Article 8. A new student who meets one of the following circumstances may apply with the Office of Academic Affairs for retention of admission qualifications prior to the beginning of the semester. After approval of retention of admission qualifications, such student may be free from payment of any fees.

8-1 With major illness needing long-term care and producing documents issued by a regional (or higher-level) hospital.

8-2 Whose family is poor and has proved low-income by presenting documents issued by City / Township / District (or higher-level) Office.

8-3 Being drafted into compulsory military service and producing a military service draft notice or proof of military service.

8-4 Overseas Chinese students, students from Hong Kong / Macao, mainland China and foreign national students unable to enter school in time because of some reason.

8-5 With pregnancy, childbirth, feeding children under the age of three and producing supporting documents.

8-6 Other force majeure leading to a failure to enroll at the School when the semester begins, who produces supporting document.

Except that those conscripted into the military whose admission may be retained until the expiration of enlistment, all applicants' retention of admission shall be one academic year; Anyone failed to apply for admissions or handle enrollment formalities upon the expiration of retention shall be deemed voluntarily abandon such admission qualification.

Neither the students entering a directly advanced study of doctorates nor the transfer students of bachelor programs may apply for retention of admission qualifications

Article 9. When registering at the School, new students and transfer students shall submit their formal degree diploma or other prescribed documents as required before enrollment. Applying for a postponed submission of such documents due to certain reasons and having been approved by the School, the students may



enter school before the submission and then submit the documents within the prescribed time limit. A submission overdue shall result in the cancellation of admissions.

Anyone of draftee or veteran identity shall handle the formalities of deferred conscription or conscription after schooling in accordance with the relevant provisions prescribed by the Office of Student Affairs.

Article 10. A new student's name and date of birth shall be based on those contained in the national identity card (overseas students and foreign students without identity cards shall be based on those contained in their resident certificates; students from mainland China shall be based on those contained in their entry / exit permit). In case that descriptions in admission documents are inconsistent with those contained in identity cards or passports, the descriptions in admission documents shall be corrected.

If students cheat on the entrance examination or commit guise, fraudulent use, forgery, alteration etc. on their certificates of education background and have been proven true or convicted positively, such students shall be expelled from School. The School will notify his or her parents or guardian, and will not issue any documents related to schooling. If such breach is found after graduation, in addition to an order of diploma cancellation, the School will withdraw his or her graduate qualifications.

Chapter 3. Payment, Registration, Course Selection

Article 11. Before the beginning of each semester, students shall pay the fees payable in accordance with the School calendar to complete enrollment, the amount of which hereto will be published before the beginning of each semester.

Postponed graduation students' registration fee shall be paid in two stages, accident insurance and miscellaneous fees shall be paid prior to the deadline of registration fee payable; supplementary payment of course credits fee balance shall be made up within three weeks after the end of Course Add / Drop.

Students unable to make the payment within the prescribed time limit due to special circumstances, may apply for delaying payment in accordance with provisions of the School's "Operation Directions Governing Applications for Deferral of Students' Miscellaneous Fees Payment"; delays without approval or being approved but failed to pay even after notification of overdue shall be deemed unregistered, the student shall be suspended from school by order. But the suspension having exceeded a total of two academic years, the student



shall be ordered to withdraw from School.

After the beginning of semester study, if students who have enrolled apply for suspension or withdrawal due to certain reasons, its refund shall be handled in accordance with the criteria prescribed by the Ministry of Education.

Article 12. New students and transfer students shall handle the enrollment, make the payment and complete admission formalities on the prescribed date, but for illness or special incidents, students may postpone the above matters by means of documents submission and advanced application and being approved; if failed to apply for delays or failed to handle admission formalities upon the expiration of delays, the admission qualification shall be cancelled except for those approved applications for admission retention.

Article 13. The admitted new students shall study in the departments / groups by that the students were admitted and shall not apply for changes of departments / groups after admissions. But freshmen may apply for transfer after completion of one semester study in accordance with the School's department transfer regulations.

Article 14. Students shall apply for course selection in accordance with the curriculum schedule and relevant provisions of course selection publicly announce each semester. Courses of night school system should be scheduled at night time in principle, and should be on Saturdays and Sundays, if necessary.

Registered students having not selected courses upon the deadline of Course Add / Drop shall be made to suspend from school, but if such suspension has expired, the student shall be ordered to drop out from School.

Article 15. Students' Course Add / Drop shall be handled within the specified time limit each semester, in case of special circumstances and having been approved to drop courses by director of Department, such Course Add / Drop may be handled within six weeks after the school semester begins.

Article 16. Number of credits that undergraduate students should take per semester shall be 16 at least and not more than 25 for the first three academic years (one to four academic years for Department of Architecture), at least 9 and not more than 25 per semester for the fourth academic year (fifth grade of Department of Architecture); except for the final year of study term and the semester of extended study term, number of credits required per semester by a student of Bachelor Program of Extension Education shall not be less than nine, nor more than twenty five. However, cases in special circumstances, approved by the



Director of Department and reported to the Office of Academic Affairs for future reference shall be excluded.

Master's and PhD's required course credits which should be taken per semester shall be prescribed by each department.

Course credits taken per semester by Master and PhD students who attend education courses or take courses for credit recovery shall not be more than 25.

The courses that students attend in each semester shall take its enrollment record as valid and binding, courses without being selected will not be registered even its results are presented; courses having been selected without withdrawal shall not be abandoned halfway, otherwise its results will be counted as zero and incorporated into the semester average total results.

Article 17. This School's students' applications for selective curricula of other colleges or universities shall be handled in accordance with "The School's Interscholastic Course Selection Implementation Regulations".

Such implementation regulations shall be separately prescribed, approved by the academic affairs meeting and reported to the Ministry of Education for future reference.

Article 18. Students may apply for attendance of courses opened during summer vacations. Applications for summer courses shall be handled in accordance with "The School's Regulations on Summer Course Offering and Teaching". Such regulations shall be prescribed separately, approved by the academic affairs meeting and reported to the Ministry of Education for future reference.

Article 19. Matters of students' departure out of the Country during schooling due to certain reasons shall be handled in accordance with "Tunghai University Disposal Directions for Students' School Work & Academic Status during Abroad". The Directions shall be separately prescribed, approved by the academic affairs meeting and reported to the Ministry of Education for future reference.

Chapter 4. Academic Credits and Performance Evaluation

Article 20. The total number of graduate credits for undergraduates shall not be less than one hundred and twenty-eight, that for master graduates (excluding theses) shall not be less than twenty-four, and that for doctoral graduates (excluding dissertation) shall not be less than eighteen, but each department may, depending on the situation, increase the course credits.



Matters of course credits which should be taken shall be implemented according to the table of required courses in each grade of each department . Students failed to complete the courses listed in the table shall not graduate.

The table of required courses of each department shall be examined and revised by the School Curriculum Committee. The rules of organization of the Curriculum Committee shall be separately prescribed.

Article 21. Student who graduated from an equative school of the same kind in abroad, Hong Kong or Macau whose grade of graduation is equivalent to the second grade of our domestic senior high school, entered the Bachelor program of this School with an equivalent education level, shall increase twelve required graduate credits within the specified period of the program.

Article 22. One teaching hour per week for a full semester of the course which requires an extracurricular self-study shall be counted as one credit; One or two teaching hours per week for a full semester of an internship or experimental course without the need of an extracurricular self-study shall be counted as one credit. Teaching hours of PE and military training (nursing) are respectively two hours per week for undergraduates. PE is a compulsory course requiring two academic years, military training (nursing) is required for an academic year, such credits are not counted as degree credits. Military training (nursing) for Sophomores, PE for Juniors and Seniors are selective courses, if failed such courses, the results of which shall be counted as and listed in failing academic credits of the semester, but if passed, it shall not be counted in the required minimum graduate credit of the Department.

Article 23. Courses and credits having been completed and passed before admission as the case may be waived by the School for credit transfer, and the student may be put into higher grade depending on the amount of credit transfer, but, on the condition that the student must have studied at least one academic year. Students' credit transfer shall be handled according to Regulations on Credit Transfer of the School.

Article 24. For an undergraduate student who extends the length of the program, if the lacking credits are those should be taken in Second semester, such student shall suspend from school in the first semester, and may be exempted from registration. Registrants shall select at least one course.

Article 25. Student results are divided into two kinds which are academic performance (PE, military training, nursing included for bachelor programs) and conduct



performance. Percentile calculating method shall be used in various results assessment. Sixty is the pass mark for each subject of semester results (including conduct) for a Bachelor, and seventy for a graduate, credits shall be given only to the students who have passed; students with completion of only one semester subjects among the whole academic year shall not be given credits. Subjects of special nature approved by the Curriculum Committee of the Department and the Academic Affairs Meeting may be ratified in the way of “Approval” and “Unapproval”. In addition, the results of academic study gained abroad according to the “Students' Departure Out of the Country” may be accepted in the assessment way of “Approval” and “Unapproval” adopted by respective department the students affiliated with may be counted in graduate credit as well, but shall not be incorporated into GPA.

Courses have been passed or approved to be waived shall not be permitted to repeatedly attend, unless otherwise specified by each department. Repeated and passed credits shall not be counted in the required minimum graduate credit, but shall be counted in as the semester and graduation result.

Sixty is the pass mark for graduates who take undergraduate basic courses for credit recovery, such mark shall not be counted in average academic results of a semester and not counted in graduate credit either. Students shall not participate in the degree examination before passing the courses for credit recovery. Seventy is the pass mark in the master-degree examination.

Article 26. Performance evaluation of student results is divided into the following types:

26-1 General Evaluation: evaluated at any time by course teachers.

26-2 Midterm Examination: held within the time prescribed during the semester.

26-3 Final Examination: held within the time prescribed at the end of a semester.

26-4 Doctoral Candidacy Examination: held according to the regulations of Implementation Directions for Doctoral Candidacy Examination of this School.

26-5 Master, Doctoral Examinations: held according to the regulations of postgraduate degree examination rules of this School. Degree examination rules shall be separately prescribed and reported to the Ministry of Education for future reference.

A variety of examination papers in the School, except those distributed to students, shall be kept for one year by the course teachers.

Any doubts raised by students about semester grades may be handled in



accordance with provisions of Article 6 prescribed in the School's "Operation Directions Governing Teacher's Submission of and Corrections to Results"

Article 27. The following are types of academic results of our students:

27-1 General Performance: decided according to work performance of general evaluation, experiment report etc.

27-2 Results in Midterm Examination: decided according to results in midterm examinations.

27-3 Results in Final Examination: decided according to results in final examinations.

27-4 Semester Total Points: decided according to calculation of General Performance, results in Midterm and Final Examinations.

27-5 Graduate Results: for Bachelor graduates, the total number of results integration (including summer courses) divided by overall credits of the semester equals the Graduate Results; for Master, Doctoral graduates, the average of academic average results and the results in the degree examination shall be the Graduate Results.

The percent proportion of the preceding first to three provisions shall be prescribed in syllabus by course teachers, and the semester total points shall be calculated according to such prescribed proportion.

Article 28. Academic Semester Average (exclusive of summer course study) should be rounded off to the first decimal. The calculation method is shown as follows:

28-1 The credits of the courses multiplied by the courses results equals the integration.

28-2 The total of credits of all courses taken by the student is the total number of credits.

28-3 The total of integration of all courses is the total number of integration.

28-4 The total number of integration divided by the total number of credits equals the overall average results.

28-5 Results of flunking or zero of the subjects shall be counted in the average results of the academic semester.

Article 29. Students' Academic performance ranking shall be prescribed in principle as follows:

29-1. Academic performance ranking of students at school:

a. academic semester (year) performance ranking: ranked according to that very semester's (year's) average semester grades among students of the



same class (department, group) in that very semester (year), divided into two sorts which are ranking in a class and ranking in a department.

- b. ranking of previous results: ranked according to total average of results among students of the same class (department, group).
- c. ranking among students including deferred graduation students put into fourth grade of the department or group (fifth grade of Architecture department).
- d. various ranking of the number of total grades divided by that of credits, the number of credits earned less than nine will not be ranked (except results of graduates of Master's degree).

29-2. Ranking of graduation results:

- a. ranked according to graduation total average among students of the classes (departments, groups) who graduated from the same year.
- b. ranked among students who graduated from the first half and the second half in the same year.

Applications for performance ranking among students at school shall be accepted from the third week of a semester in principle. In case of results handed in retroactively (including students exchange) or results correction, the ranking among students of the class (department) shall be renewed based on the outcome of results handed in retroactively and results correction afterwards. As for all results including ranking, the data contained in the Registrar Office rankings shall prevail.

Article 30. Teachers shall submit and correct results and results conversion in accordance with the Operation Directions Governing Submission and Correction of Academic Results of the School Teachers. Such Operation Directions shall be separately prescribed and implemented after the approval of the meeting of academic affairs.

Article 31. Bachelor's students' failing semester grades shall be handled in accordance with the following prescriptions:

- 31-1 Subjects of failing semester grades shall not be offered a make-up examination and its required courses shall be retaken except freshman military training.
- 31-2 If the number of credits of failing subjects in a semester, twice in a row (semesters of both before and after suspension are deemed as consecutive)or credits of cumulative three semesters' failing subjects have



respectively reached up to half of the semester total credits, such students shall be made to withdraw from School.

31-3 For overseas students, students from Hong Kong and Macau, foreign students, students from mainland China, Mongolian and Tibetan students from abroad, aboriginal students, children of expatriate staff and students who meet the requirements of University Students with Excellent Sport Performance prescribed by the Ministry of Education, if their number of credits of failing subjects in a semester has cumulatively twice reached up to two-thirds of the semester total credits, such students shall be made to withdraw from School.

31-4 The Paragraphs 2 and 3 of this Article herein shall not apply to the students who take courses for nine credits (or less) a semester, students of Bachelor Program of Extension Education, students with disability cards or being identified as a Physically and Mentally Disabled student by each municipality or county (city) government according to Committee Responsible for Identification and Placement of Gifted and Disabled Students.

31-5 Credits of selective courses of PE or military training (nursing) shall be incorporated into credits of Paragraphs 2,3 and 4 to assess and calculate. Graduates' courses of failing semester grades shall not be offered a make-up examination, and its required courses shall be re-taken. The preceding Paragraph 4 regarding ratification of the fact on physical and mental disability of disabled students shall be based on effective dates of disability cards. Such Paragraph applies only to the cases of which the effective dates of disability cards are prior to that of the dropouts.

Article 32. In the event of serious illness, major accidents or pregnancy, childbirth or feeding children under the age of three resulting in approved exam leave and being absent from the exam, such student may take a mid-term make-up exam held by course teachers, while a final make-up exam shall be scheduled integratedly by the Office of Academic Affairs. Such make-up achievement shall be counted and incorporated with other results and deemed the semester performance.

For pregnancy's, childbirth or feeding children under the age of three stated in the preceding Paragraph, and was approved for a compassionate (sick) leave or maternity leave and a make-up exam, the way of exam and performance



evaluation may be settled flexibly, depending on the needs and the subject nature, by the course teachers.

Article 33. Being absent from the exam without an approved leave, the results of such missed exam shall be counted zero. Cheating on midterm, final or graduation exams, the semester results shall be counted zero.

Article 34. Having studied for more than one year and academic results of last academic year achieved the standard of the following provisions, such bachelor's students shall be listed as honor students.

34-1 The academic grades of a school year reached an average of eighty-five or more.

34-2 The semester grades of each subject reached seventy or more.

34-3 The grades of academic year subjects reached an average of seventy or more.

34-4 Ranked at the top five percent of his or her class.

Article 35. Undergraduate students having studied for seven semesters at School (nine semesters in the Department of Architecture; seven to nine semesters in the Bachelor Program of Extension Education), having been listed as honor students in the first three (four) academic years and the grades of first half of fourth (fifth) academic year having achieved the standard of the following provisions:

35-1 The academic grades of a semester reached an average of eighty-five or more.

35-2 The semester grades of each subject reached seventy or more.

35-3 Ranked at the top five percent of his or her class. Students who meet the above requirements shall be listed as honor graduates, and shall be awarded medals and honorary certificates for encouragement.

Chapter 5. Absenteeism and Truancy

Article 36. Students unable to go to class due to certain reasons shall handle the procedures according to the Regulations of Leave Taking of Students, such applications for leave having been approved shall be deemed absence from school, any unapproved leave shall be deemed truancy.

Article 37. In the event that the number of truancy and absence hours having reached one-third of the actual teaching hours of the certain course in a semester, the student shall not participate in the semester examination of such certain course, and the exam results for such certain course shall be deemed zero. But for the



needs due to pregnancy's, childbirth or feeding children under the age of three, resulting in the approved compassionate (sick) leave or maternity leave, his or her absence shall not be penalized; and leading to an excessive one-third of full teaching hours of a semester, the results for such certain course may be settled flexibly, depending on the needs and the subject nature, in some way such as make-up exams or other remedial measures, the results in such make-up exams shall be counted and deemed actual results.

In addition that students' truancy shall be handled according to the above approaches, some penalties shall be separately conducted according to regulations prescribed by the Office of Student Affairs.

Article 38. If the number of accumulated leave days reaches one-third of the total actual teaching days of a semester, such situation shall be deemed failure to meet the basic requirements of learning, the student shall be made to be suspended from School. In case his or her suspension has expired, such student shall be made to withdraw from School. The Office of Academic Affairs shall inform the relevant students before the disposition of suspension and dropouts and shall set a time limit for petitions.

For the needs due to pregnancy's, childbirth's or feeding children under the age of three, and was approved for a leave, the leave days will not be accumulated.

Chapter 6. Change of Major, Minor and Double Major

Article 39. Students of faculty and groups, after study of one academic year, may apply for transfer of departments, institutions or groups before the beginning of second academic year according to the School's Regulations Regarding Transfer of Departments, Institutions or Groups, the regulations herein shall be separately prescribed and reported to the Ministry of Education for future reference.

Article 40. Undergraduate students may apply for selecting other department to be the minor program from the second half of the first academic year in accordance with the School's "Regulations for Students to Take Minors". Such regulations shall be separately prescribed and submitted to the meeting of academic affairs for approval and reported to the Ministry of Education for future reference.

Bachelor students of sophomore classes (or higher) and master and doctoral students may apply to take educational courses at school, such application shall be handled in accordance with the School's "Regulations Regarding Selection Process of Students for Educational Courses" and the "Rules of Educational Course Study".



The above Regulations Regarding Selection Process of Students for Educational Courses shall be approved by the meeting of academic affairs and reported to the President of the School for review and ratification to implement, and reported to the Ministry of Education for future reference. Rules of Educational Course Study shall be separately prescribed and submitted to the meeting of academic affairs for approval and reported to the Ministry of Education for review and ratification to implement.

Article 41. Bachelor students may additionally take other department to be double major from the second academic year according to the School's "Regulations for Students to Take Double Majors". Such regulations shall be separately prescribed, approved by the meeting of academic affairs and reported to the Ministry of Education for future reference.

Article 42. To expand students' learning field, each teaching unit may set up cross-department and cross-college credit courses. Students may take such credit courses on the basis of audit. In case of need of opening such classes additionally by the School due to special circumstances, students shall make payment for credits.

If failed to earn the complete credits of credit courses which should be taken within the prescribed period, students may apply for extension of the length of study to the limit of two years. If the credit courses which should be taken are the same as those of the major Department, such courses may be waived; whether the course different from the major Department's be counted in graduate credits or not may be determined by the department the student affiliated with.

Having earned overall graduate credits of the original department and taken all the required credits of credit courses, the student may register and apply with the department and college in charge in the early part of May of the graduating year. After the review and approval, the School shall award a credit course certificate to such student.

Chapter 7. Suspension, Reenrollment, Withdrawal

Article 43. In case of illness, pregnancy or childbirth, producing relevant documents issued by the authorized hospitals of National Health Insurance Bureau or qualified physicians, or due to any other accidents, producing relevant documents signed or sealed and consented by a parent or guardian (master, doctoral graduates and students of Bachelor Degree Course on Second Skill after



Graduation may be exempted from parental consent), the student may apply for suspension or withdrawal.

But in the event of students' academic interests, family, economic factors, the application for suspension or dropouts shall be subject to the approval of the advisor or the Department (Institution) Director.

To apply for suspension or withdrawal, students shall submit an application and related documents approved by the Office of Academic Affairs, and shall complete the school-leaving procedure at the specified time to be valid (suspended students shall be issued a certificate of suspension by the Office of Academic Affairs).

A midway application for suspension in a semester shall be submitted within a week before the starting date of semester exams (graduation exams) prescribed in school calendar, the various achievements within the suspension period during the semester shall not be taken account; an application for suspension during summer or winter vacations shall be filed before the beginning of the ensuing semester.

Freshmen and transfer students in the first semester are required to complete the registration formalities before they may apply for suspension.

Article 44. Students' suspension shall be calculated by the semester. Accumulated leave of absence shall be limited to a maximum of two academic years in principle. Being in need for another extension of suspension upon expiry of two-year suspension due to serious illness or major special incidents, students may produce relevant documents and submit as projects to the Dean of Academic Affairs for approval of another extension of suspension as a case may be approved for a maximum of two academic years.

Applying for a suspension due to the following circumstances, the applicant's duration of suspension shall not be counted in term of suspension:

44-1. Applying for a suspension due to the military conscription, the applicant shall produce photocopies of summons for military conscription or proof of military service. The time limit for suspension is subject to the actual military service period.

44- 2. Applying for a suspension due to pregnancy or childbirth, the applicant shall produce documents issued by hospitals or clinics for applications and the suspension shall be limited to a maximum of one academic year.

44-3. Applying for a suspension due to feeding children under the age of three,



The applicant shall produce relevant documents and the suspension shall be limited to a maximum of three academic years.

Article 45. Upon expiration of suspension, students shall complete the registration formalities in the next semester for reentry within the time limit prescribed by the School. In case of a willingness to continue the suspension, a new registration for suspension is required prior to the beginning of class in the semester the student should reenter. Any overdue suspension or overdue return without application for another suspension shall be deemed no willingness to education. However, accumulated suspension having reached a total of two academic years, students shall be made to withdraw.

Article 46. When suspended students return to school, he or she shall enter the school year or semester connected with the original studying Department to study. But returning after midway suspension in a semester, students shall enter the original academic year or semester in which the student was suspended.

Article 47. If any of the following situations occurs, the student shall withdraw from THU:

47-1 Admission or transfer eligibility reviewed to be incompatible.

47-2 Failed in conduct performance.

47-3 Upon the expiration, having not yet completed courses and credits which should be taken required by the department (institution) the student affiliated with.

47-4 Failed in Doctoral Candidacy Examination, and again failed at the second time.

47-5 Failed in Master Degree Examination, not qualified for second time exam or qualified but failed again.

47-6 After being investigated, any plagiarism or malpractices of dissertations / theses, creation, performance, or a written report proved to be true and substantially serious.

47-7 Shall be ordered to drop out according to other relevant provisions prescribed in the Academic Regulations hereof.

47-8 Shall be ordered to drop out according to Regulations of Award and Penalty on Students of THU.

47-9 Initiatively applied for dropouts.

Graduates of directly advanced study for Doctoral degrees failing in Doctoral Candidacy Examination and being qualified to return to Master programs or having not passed the Doctoral Examination while conforming to the requirement



of a Master award instead, shall not be restricted by Paragraphs 4 and 5 of this Article.

Article 48. Students who are withdrawal having completed a full semester or more and gained academic scores at THU may apply a certificate of transfer or a certificate of academic study after completion of School-leaving procedures. But for any of the following circumstances, the School shall not issue any documents related to studies:

48-1 An enrollment or transfer eligibility was reviewed to be incompatible.

48-2 Being expelled by the THU.

Article 49. Considering the disposition of being suspended, withdrawn or expelled from academic status a violation of laws or an unfair action leading to a damage to his / her rights and interests, the student may produce supporting documents and make a plea according to the “Regulations of Students' Appeals and Complaints”, and before the result of plea concluded, the former disposition shall not be ceased due to the undetermined result of plea. However, students at school may apply for continuing study at school.

The above penalized students having entered a plea without legal remedies may file an appeal and administrative litigation according to laws and regulations; if the former disposition was concluded by the competent authorities or was judged to be apparently illegal or unfair by the Administrative Court, another disposition shall be separately made.

In case that students were approved to reenter in accordance with the preceding paragraphs but unable to return to school in time due to special incidents, such students shall retroactively complete procedures of suspension, and it shall not be incorporated into the length limit of suspension.

Article 50. According to the first proviso prescribed in Article 49, applying for continuing study at School, the outcome of the plea or appeal or administrative litigation filing has been affirmed the original judgment, the courses and grades taken and earned by the student shall not be assessed and recognized. The criteria for refund of miscellaneous fees paid shall be handled according to regulations prescribed by the Ministry of Education.

Chapter 8. Term of Study, Graduation, Degrees Conferred

Article 51. A Credit-Based System is adopted for Undergraduate students, term of study for the Department of Architecture shall be five years, and four years for the rest of the departments. Term of study for Bachelor Program of Extension Education



are prescribed as follows:

51-1 Five years for Department of Chinese Literature, Fine Arts, Computer Science, International Business, Law.

51-2 Four years for Department of Economics, Public Management and Policy and Degree Program in Sports Recreation and Health Management, but five years for those entered the Department of Economics, Public Management and Policy before Academic Year 2005.

Term of study respectively are one to four years for Master program, two to seven years for PhD. But an in-service graduate failed to complete courses which should be taken within prescribed length of schooling or failed to accomplish dissertations, as the case may be extended to a maximum of two years; the above in-service graduate is referring and limited to the student deemed an in-service graduate in the entrance admission list.

Term of study for students of directly advanced study of PhD from the beginning of transfer to the doctoral program shall be handled in accordance with Regulations on New Students of Doctoral Program; the students approved to return to master program on the order, its length of study in doctoral program shall not be aggregated in the maximum length of study of the master program. If a Bachelor student transfers departments and study behind a year, his or her repeating years at the two departments shall not be counted in the maximum length of schooling of the Department which he or she transfers to.

Article 52. Undergraduate students with outstanding academic results, having completed all credits required by the Department one semester or one academic year before the expiry of the prescribed length of study and conforming to the following sections of standards, may graduate ahead of the schedule if he or she makes an application within a week after the mid-term exam for the graduation semester and was approved.

52-1 Average of each semester performance exceeds 80.

52-2 Ranking within the top 5 % among all students of the certain grade of the Department each semester.

Failing to comply with the above provisions, the student should still be enrolled and whose required credits shall be handled in accordance with provisions of Article 20 herein.

Article 53. Undergraduate students failed to complete the courses and credits required within the specified period of the program may extend the length of the program,



limited to two years. Students due to physical and mental disabilities and learning needs may extend the duration of study up to four years.

Students taking double major, two years after the extension, having completed credits of the courses which should be taken, while failed to complete the courses of the other major Department which should be taken, may apply for a further extension of one year, but it shall be limited to the required courses of such major Department.

As for pregnancy's or childbirth's need, students may produce relevant documents and apply with the School for an extension of study term, and such extension shall be limited to one academic year; for feeding children under the age of three, students may produce relevant documents and apply for an extension of study term limited to three academic years.

Article 54. Undergraduate students having completed the due courses and credits within the time limit, and passed conduct, PE (compulsory), military training or nursing (compulsory) and basic Labor of each semester (exclusive of results of military training and basic Labor for Bachelor Program of Extension Education), may be approved to graduate and be awarded a Bachelor Degree and a Certificate of Degree by the University after the completion of leave formalities.

Article 55. Graduate students, within the prescribed length of schooling, having completed the prescribed courses and credits, passed conduct performance of each semester and Master Degree examination, shall be awarded a Master's Degree, and after the completion of leave formalities, the University shall issue a Master's Degree Certificate.

Doctoral graduate, within the prescribed length of schooling, having completed the prescribed courses and credits, passed conduct performance of each semester and Doctoral Candidacy Examination and Doctoral Examination, shall be awarded a PhD degree, and after the completion of leave formalities, the University shall issue a PhD Degree Certificate. The Implementation Directions for Doctoral Candidacy Examination shall be separately prescribed, submitted to the meeting of Academic Affairs for approval and reported to the Ministry of Education for future reference.

For a Doctoral graduate of directly advanced study, within the prescribed length of schooling, having passed Doctoral Candidacy Examination but failed the Doctoral Examination and whose doctoral dissertation having been reviewed as qualifying Master's degree standard by the Doctoral Examination Committee,



shall be awarded a Master's degree instead.

Master's degree and Doctoral Examinations shall be conducted according to the "Graduates Examination Rules". Such Rules shall be separately prescribed, submitted to the meeting of Academic Affairs for approval and reported to the Ministry of Education for future reference.

Article 56. The degree certificate granting time of the School shall be in January for graduates of the first semester, and June for the second semester graduates (including summer course study).

Master students or PhD students having completed the required graduate courses and credits but failed to take any courses other than theses, may be awarded diplomas in the month that he or she passed the examinations.

Students extending length of schooling due to failure to pass English proficiency test may be granted diplomas in the month that he or she passed the test after passing the English proficiency test within the semester he or she completed the registration.

Chapter 9. Supplementary Provisions

Article 57. Students at School, alumni and alumnae (suspended & dropouts) applying for changes of name, gender, date of birth or ID number shall submit a household registry certificate issued by the household registration authorities and apply with the Office of Academic Affairs.

Article 58. Matters not mentioned herein shall be handled according to University Act and Enforcement Rules of the University Act, Degree Conferral Law and Enforcement Rules of Degree Conferral Law, and relevant laws and regulations.

Article 59. The Regulations herein shall be reviewed and approved by the meeting of Academic Affairs and implemented after reporting and recording to the University Affairs Meeting, and shall be submitted to the Ministry of Education for future reference.