

Chung Yuan Christian University (CYCU)

Academic Policies

April 10th, 2019 Revised by the University Council, spring semester, Academic Year 2018-2019.
August 23rd, 2019. Confirmed Articles 9, 69-1, 74 on record under the Ministry of Education Letter Tai-Gao-(II)-Tzu-No.1080120507

October 16th, 2019 Revised by the University Council, fall semester, Academic Year 2019-2020.
January 7th, 2020. Confirmed on record under the Ministry of Education Letter Tai-Gao-(II)-Tzu-No.1080179875

October 13th, 2021 Revised by the University Council, fall semester, Academic Year 2021-2022.
January 3rd, 2022. Confirmed Articles 6, 15, 18, 27, 49, 62, 63-1, 68 on record under the Ministry of Education Letter Tai-Gao-(II)-Tzu-No.1100167284

April 13th, 2022 Revised by the University Council, spring semester, Academic Year 2021-2022
May 17th, 2022. Confirmed Articles 19, 35, 50, 62, 86 on record under the Ministry of Education Letter Tai-Gao-(II)-Tzu-No.1110046217

October 12th, 2022 Revised by the University Council, fall semester, Academic Year 2022-2023.
February 16th, 2023. Confirmed Articles 21, 34 on record under the Ministry of Education Letter Tai-Gao-(II)-Tzu-No.1120011439

October 11th, 2023 Revised by the University Council, fall semester, Academic Year 2023-2024.
November 28th, 2023. Confirmed Articles 7, 8, 9-1, 9-2, 10, 11, 14, 25, 49, 52, 63, 70, 72 on record under the Ministry of Education Letter Tai-Gao-(II)-Tzu-No.1120109329

April 17th, 2024 Revised by the University Council, spring semester, Academic Year 2023-2024
May 23rd, 2024. Confirmed Articles 15, 36, 37, 42, 43, 45-1, 60, 63, 71, 89, 90 on record under the Ministry of Education Letter Tai-Gao-(II)-Tzu-No.1130047150

Volume 1 General Principles

- Article 1 These Academic Policies are established in accordance with the Taiwan University Act and its Enforcement Rules, as well as the Degree Conferral Act and its Enforcement Rules.
- Article 2 Chung Yuan Christian University handles matters related to student admissions, enrollment, suspension, resumption, withdrawal, transfers, transfer programs, double registration, and graduation. Unless otherwise provided by the Educational Decree, students shall follow these Academic Policies and any applicable Taiwan Ministry of Education regulations and policies.
- Article 3 At the beginning of each new semester, CYCU publicly recruits new students to each department and may admit sophomore or junior transfer students to the undergraduate program at its discretion in accordance with the vacancies set forth in Article 5(3) In addition, students from Hong Kong, Macao, China, and foreign countries may be admitted in accordance with the relevant regulation.

Volume 2 Baccalaureate Degree Program

- Article 4 A candidate who has graduated from a public or a registered private senior high school or school of equal standing, or one who possesses equivalent qualifications in accordance with the law, and has passed the university admission examination, may be admitted to pursue a bachelor's degree. Candidates who have previously graduated from a domestic university or an independent college, or have attained a bachelor's degree from a foreign

university or an independent college recognized by the Ministry of Education, as well as the male who has completed military service or is not obliged to serve in the military, and who has been accepted by the entrance examination, may enroll in the second post-baccalaureate degree program of CYCU to pursue a bachelor's degree.

Article 5 Candidates who possess one of the following qualifications and have been accepted by CYCU's transfer exam may be transferred to the second or third year of a bachelor's degree

1. A candidate who has completed at least two semesters at a domestic public university, registered private university, or an overseas university that is recognized by the Ministry of Education.
2. A candidate who has graduated from a domestic public university, a registered private junior college, a specialized training course, or an overseas junior college that is recognized by the Ministry of Education.
3. Undergraduates who have completed the prescribed period of study or have a certificate of passing the qualification examination for the equivalent of a vocational school, with the equivalent of a vocational college degree.
4. Students who are 22 years old or older and hold a high school diploma or have completed their high school studies, and have taken different subjects in university or open university credit courses at the university level or college-level school promotion education credit courses or the Ministry of Education Accredited non-formal education courses with a total of more than 80 credits and a credit certificate.
5. Students who have completed 36 credits in an open university may apply for the sophomore year of a similar department (degree program), those who have completed 72 credits may apply for the junior year of a similar department (degree program).

The above-mentioned similar departments (degree programs) are those with more than 32 credits (sophomore) or 64 credits (junior) which are waiver and transference. The quota of transfer admissions is limited to the vacancies of students enrolled and withdrawn from each department, excluding vacancies caused by retention of admission qualifications, suspension of studies or additional quotas; after transfer admissions, the total number of students in each grade will not exceed the original approved total number of new students in each academic year, and the number of students per class in each department (degree program) is handled in accordance with the standards for the total development scale and resource conditions of colleges and universities.

Article 6 Newly-admitted students who are unable to complete the enrollment process due to any of the following reasons may furnish all required documents before the admission deadline to maintain their admission qualification.

- I. The student who is pregnant, has been pregnant (induced abortion, spontaneous abortion or adoption), or is undergoing childbirth may maintain his/her admission qualification within one year.
- II. The spouse of the student, or the partner of the student is pregnant, has been pregnant (induced abortion, spontaneous abortion or adoption), or is undergoing childbirth may maintain his/her admission qualification within

one year.

III. The student who is tending to his/her children below the age of three may maintain their admission qualification within three years.

IV. Serious illness that requires recuperation may maintain his/her admission qualification within two years.

V. The student who cannot go through immigration due to a VISA issue may maintain his/her admission qualification within a year.

VI. Those who have compulsory military service may maintain their admission qualification no longer than the period of military service.

No fees shall be charged to maintain admission qualifications. After the retention period expires, the registration should be carried out in accordance with the regulation, otherwise, the admission qualification shall be terminated. Students that have passed the Ph.D. program admission via recommendation, master program admission via recommendation, winter and summer vacation transfer exams, industry technology graduate program exams, and the second profession degree program are not allowed to apply for maintaining admission qualifications and shall choose to apply for a leave of absence after registration to obtain one's student status.

Article 6-1 New undergraduate students who participate in the Youth Education and Employment Savings Accounts Program may apply to maintain their admission qualifications or apply for suspension of study after admission. The time limit is three years and will not be included in the calculation of the original retention of admission qualification or suspension period.

Article 7 Newly admitted students and transfer students shall register on the designated date, complete the selection of credits and the registration process, and hand in supporting documents of academic status. Newly admitted students and transfer students may apply for a transfer of credits or advance their student classification if they qualify for *the CYCU Regulations for Credit Transfers*. Students who have graduated from other universities shall not study for less than one year; those who have graduated from vocational schools shall not study for less than two years. The key points of its review are to be set out separately.

Article 8 All admitted freshman and transfer students who have not completed the registration process during the designated date shall be disqualified from enrollment status.

Article 9 If the documents presented by a newly admitted student or transfer student are found to be untrue, forged, altered, borrowed, or fraudulently used, the student shall be disqualified for admission and no academic record shall be issued; the parents or the legal guardian shall be notified of the situation. If the situation is discovered after the student has graduated, the diploma must be returned upon request and the qualification for graduation shall be revoked in a public announcement.

Article 9-1 During the study period, students may apply for dual enrollment registration in accordance with the *CYCU Double Registration Status Guidelines*, with the specific guidelines stipulated separately.

Article 9-2 Regarding the flexible study measures for undergraduate students born after 2005 who are subject to conscription for active duty starting from January 1, 2024, these measures will be separately formulated by the university and submitted to the Ministry of Education for future reference.

Volume 3 Tuition Payment, Course Registration, and Enrollment

Article 10 Enrollment registration shall be completed by the designated dates; those who fail to enroll on time shall be withdrawn from the programs unless they have requested to postpone the registration or request to suspend their studies. The Academic Affairs Office shall notify the withdrawn students before making the sanction of withdrawal. Students who have objections should submit the complaint to the Academic Affairs Office within one week after receiving the withdrawal notification.

Deferred students should pay the tuition fee according to the total credits taken in each semester, but if the total credits in one semester are less than two credits (inclusive), at least two credits should be paid. If a student studies for more than ten credits, he/she should pay the full tuition and miscellaneous fees.

Article 11 Students who are unable to enroll on time due to severe illness, marriage, bereavement leave, or VISA issues must provide proof with the signature and personal stamp of parents/guardians and submit it to the Office of Student Affairs. If the person does not complete the registration processes within the prescribed time without any reason, the school will follow the provisions of Article 10.

Article 12 To select courses (add and drop courses), the student must use the school's course selection system and complete the course selection procedures with the approval of the department, institute, and degree program director on the prescribed date. Overdue course selection will not be accepted. Students who are unable to continue to study any courses for some reason may withdraw from the courses, and the relevant procedures are separately listed in the *CYCU Courses Withdrawal Policies and Procedures*.

Article 13 If a student attends courses without registering, such credits will not be counted at the end of any semester. If a student chooses the courses and has not gone through the withdrawal procedure and has no grades, the course grades for such courses will be zero.

Article 14 For required courses, students shall select courses based on their enrolled department and class requirements. The procedure for selecting courses shall follow article 18, course selection guidelines, as well as other requirements of the individual's department. Students may not elect courses with conflicting time schedules. All subject courses with conflicting time schedules shall be considered invalid and the course grades for such courses will be zero. Students may select courses from other universities (including distance learning) in accordance with the *CYCU Cross-University Course Registration Rules and Policies*.

Article 15 Deferred students (degree programs) from each bachelor's degree program may select courses from different departments and classes. The stipulations for the *Guidelines of Interuniversity Course Selection of CYCU* Students who train athletes in accordance with the "*Cultivation Method for Excellent Athletes*" can flexibly take courses, and the regulations will be established separately.

Volume 4 Subjects, Credits

Article 16 Students shall complete all required subjects and credits required by their department. Students who do not complete all required courses will be unable to graduate. Regulations and modifications of required courses and credits should be established by each department (degree program), and must be approved by the Office of Academic Affairs and the colleges and school-level curriculum committees before being implemented. The organization regulations of all-level curriculum committees are formulated separately.

Article 17 When computing credits, every eighteen(18)hours of completed course shall be considered as one (1) credit; one point five (1.5) to three (3) hours of practicum or laboratory time per week shall be considered as one (1) credit.

Article 18 The regulations for taking credits for students in all departments (degree programs) are as follows:

- I. During the first, second, and third academic years as well as the fourth year of five-year programs students shall take at least twelve (12) credits and no more than twenty-five (25) credits in each semester.
- II. During the final year of four-year programs and five-year programs, students shall take at least nine (9) credits and no more than twenty-five (25) Students who extend their studies are not counted in the restriction of the minimum of nine (9) credits.
- III. A student who is in the following circumstances, and has been approved by the Association for Holistic Care Student committee, is not subject to the minimum course credit limit, but must take at least one course per semester:
 - a. The student who is pregnant has been pregnant (induced abortion, spontaneous abortion, or adoption), or is undergoing childbirth.
 - b. The spouse of the student or the partner of the student is pregnant, has been pregnant (induced abortion, spontaneous abortion, or adoption), or is undergoing childbirth.
 - c. The student who is tending to his/her children below the age of three.
 - d. The student has a serious illness, injury, or severe family emergency.
- IV. Students who are selected candidates for international skills training are not restricted by the minimum credit restrictions during such training periods.
- V. Students who meet the requirement of over-taking credits can apply online during the announcement period of each semester. Those who are qualified can take three more credits. The requirements for over-taking credits are separately set out in the review points for the *CYCU Direction for Examine the Qualification for Student to Over-take Credits*.

VI. Students applying for a minor, double major, teacher's education program, or intramural program may add up to six (6) more credits above the maximum of courses for subsequent semesters. These six (6) credits shall be limited to the above-mentioned department or courses.

VII. Excess credits taken without opting out before required deadlines will be deleted by the Office of Academic Affairs according to the sequence order.

Article 19 Starting from the 2022 academic year, Physical Education (PE) is treated as a required subject from freshman year to sophomore year without credit, and with two hours of teaching times per week. Students who do not complete required Physical Education courses will not be allowed to graduate. Students may not repeat or make up more than one (1) Physical Education course for each semester. Physical education courses, taken as electives, are taught for two hours per week and are worth two credits. These credits are not included in the graduation credit requirements.

Article 20 Grades and credits for optional courses and courses for candidates in international competition skills shall be included with and calculated with semester grades and credits.

Article 21 The minimum credits for each department for a degree program is one hundred and twenty-eight (128) credits, and the maximum is one hundred and forty-eight (148) credits. Students in departments or a degree program requiring studies for 5 years may take a maximum of one hundred and eighty-two (182) credits.

Students in the second profession degree program shall accumulate at least forty-eight (48) credits. Students who have taken the same subjects in the relevant fields at the bachelor's level or above before admission can apply for credits transfer, but the credits required for graduation shall not be less than forty (40) credits.

Graduates from foreign or similar schools in Hong Kong and Macao with their graduation grade equivalent to the second year of senior high schools in Taiwan, who enrolled before the 102 academic year with the same academic ability, should increase the credits they should take for graduation by three (3) to twelve (12) credits within the prescribed academic year; those who enrolled after 103rd academic year should increase the credits they should take for graduation by twenty (20) within the prescribed academic year. The Office of the Registrar will hold a meeting to advice students to take the required courses according to their individual circumstances.

Article 22 Overlapping courses or courses of the same title are not counted in graduation credits. Credits of an approved intramural department (degree program) or school system shall be included in the required terms of study to be counted in the credits for graduation.

Article 23 The conditions for taking credits for each semester shall be considered and adopted by each department. If a department regulates the sequence of courses, students are not allowed to

alter the order. Laboratory courses and practicums shall be taken on a priority basis and are not allowed to be taken at the beginning of a course sequence. Subjects that take two semesters, or re-taking, shall be in accordance with the previously stated regulations and policies.

Article 24 Students who do not complete the required general subjects will be unable to graduate.

Volume 5 Leave of absence, absenteeism, grade point deduction

Article 25 If a student is unable to attend a class due to any reason, he or she must request a leave of absence in accordance with the *Regulations for Taking Leave of Absence at CYCU*.

Article 26 Lack of attendance without approval, not requesting a leave of absence, or absenteeism after a leave of absence period shall be considered absence without leave. Every two hours of unattended class shall result in a deduction of one (1) point off semester grades by course instructors.

Article 27 If the number of hours of leave of absence in any semester course equals one-third or more of the total class hours, the grade for that particular subject course shall be zero. The above conditions do not apply to the students taking leaves of absence due to official leave or bereavement leave.

The absence regulation does not apply to students who are absent due to pregnancy (abortion, spontaneous abortion, or adoption), childbirth or parenting of a child under three years of age, spouse or partner pregnancy, previous pregnancy (induced abortion, spontaneous abortion, or adoption), childbirth, or students who have suffered serious illness, injury, or major family change, and who have been approved by the Holistic Care Student Committee. They may be dealt with by make-up examinations or other assessment measures depending on the subject.

Article 28 If any students in a semester course, without leave of absence, miss one-ninth or more of the total number of class hours for the semester course, he or she will not be allowed to take the mid-term or final exams for the course, and the grade for such course shall be zero.

Volume 6 Examinations, grades, and make-up examinations

Article 29 In baccalaureate degree programs, grades are to be assigned for both academic performance and conduct. The highest possible score is one hundred (100). The minimum passing grade is sixty (60).

Article 30 Assessment of students' semester grades in all programs shall be evaluated by course instructors in accordance with the *CYCU Grading Regulations*.

Article 31 A student's conduct grades shall be evaluated by class teachers, and department military instructors in accordance with the regulations in *Students' Conduct Grades* of CYCU. The dean of the department and faculty shall consider events based upon student behavior and offer any relevant

documentation for evaluating conduct grades to the Office of Student Affairs.

Article 32 Once submitted to the Office of Academic Affairs by course instructors, changes in grades are not allowed, except for defective or erroneous grading which must be reported in written form by the instructor; such grades may be resubmitted to the Office of Academic Affairs or changed with approval of the dean of course-offering departments (degree programs).
Due to obvious clerical errors, omissions and calculating errors of the instructor, the course instructor may submit written documents and relevant proofs. After the approval of the director of the department (degree program) and the approval of the provost, the proposal will be sent to the Academic Affairs Conference to ratify
The grade correction application should be submitted one week before the start of classes for each semester of the school. Overdue applications will not be accepted.

Article 33 No make-up exams may be granted to students for a course who have received a failing or non-passing grade. Such students shall repeat the failed or not-passed course if it is required for a degree.

Article 33-1 (Deleted)

Article 34 Students who are unable to take a midterm or final exam due to public duties, severe illness, bereavement, or other major accident, shall request a leave of absence according to the regulation. Once the request process is completed, the student may take the make-up exams. Make-up exams shall be handled in accordance with the following rules:

1. Students without formal leave or approved absence from exams will not be allowed to attend make-up exams.
2. Midterm make-up exams and final make-up exams shall be held by instructors. Make-up exams are restricted to only one chance per semester, and those who fail to take the exam will not be able to take the make-up exam again.
3. The grades for make-up exams relative to midterm or final exams shall be computed according to the ratio of other grades to calculate the grades as the semester grades of the subject.

Article 35 If a student is found to have cheated on an exam, the grade for the exam shall be zero, and punished according to the circumstances
The regulations for exams are stated separately in the *CYCU Examination Rules*.

Volume 7 Change of majors (degree program, division of the department), minors and double majors, intramural program.

Article 36 An undergraduate student may request a change of his or her major (degree program) to the Academic Affairs Office within a specified period when he/she finds the department (degree program) he/she is studying in is not compatible with his/her interests. Bachelor's degree students from each department may transfer to each other department after conducting interviews and other assessment mechanisms. Overdue applications will not be accepted.

Students may apply for a change of department (degree program) during suspension.

Transferring regulations shall be formulated separately.

Article 37 Undergraduates of all departments (degree program) may apply to change majors before the start of the second academic year. Those who have been approved to change departments may apply for a minor or double major in the original department (degree program).

For students transferring to a lower grade, the regulations for the limitation of time of study and tuition enrollment will be recalculated according to the grade of the transferred department. Except for students who have been suspended before transferring, the period of suspension will be included in the above-mentioned calculation, and the total number of academic years shall not exceed two. The total number of students transferring may not surpass twenty percent (20%) of the limited number of students for a department and or the total number of new students allotted for the department.

Article 38 (Deleted)

Article 39 (Deleted)

Article 40 (Deleted)

Article 41 (Deleted)

Article 42 Students shall submit their applications for a minor to the Academic Affairs Office within the designated date before the start of the second semester. The relevant measures are separately stipulated in the *CYCU Regulations for Undergraduate Students in Pursuit of a Minor* and the *CYCU Guidelines on Inter-Collegiate Minor for Bachelor*.

Article 43 Students shall submit their applications for a double major to the Academic Affairs Office within the designated date before the beginning of the second academic year. The relevant measures are separately stipulated in the *CYCU Regulations for Undergraduate Students in Pursuit of Double Majors* and the *CYCU Guidelines on Inter-Collegiate Double Major for Bachelor*.

Article 44 Students pursuing double majors or minors who have completed all required courses and credits for their primary major, but have not completed the credits of the additional department (degree program) after two years of extension, may apply for one extra year of extension for minor studies and two additional years for double majors.

Article 45 Students may apply for study programs in accordance with the regulations. After selection and approval, qualified students may be given priority to study the subjects of the program. Students taking integrated courses or opening courses for particular participants shall pay the appropriate credit fees per regulations. The procedure for taking intramural programs is stated separately in the *Guidelines for Intramural Program Establishment of CYCU*.

Article 45-1 Students may apply to the Office of Academic Affairs to enroll in a self-designed interdisciplinary specialization before the start of the second

semester during the designated date. The procedure for taking intramural programs is stated separately in the *CYCU Self-designed interdisciplinary fields of study expertise class for Undergraduate Students*.

Students pursuing a self-designed interdisciplinary specialization are required, in principle, to complete the major of their original department (degree program) with 60 credits for a four-year program or 80 credits for a five-year program. Additionally, they must complete either a second major with at least 40 credits or a minor with at least 20 credits, along with other course modules.

Article 46 Credits aside from teacher education programs shall be counted as graduation credits. Students who do not complete a program shall not prolong their graduation periods, except for students who take teacher education programs. Regulations for taking education programs are stated separately in the *Guidelines for Establishment of Education Programs of CYCU* and must be submitted to the Taiwan Ministry of Education for ratification before implementation.

Article 47 Students may apply for a double major by up to 1 department and apply for a minor by up to 2 departments, which will be listed on their certification of graduation if they complete all required courses before graduation. Students who take programs based upon the regulations of individual departments may apply for a certification of completion upon completion of the required credits, but will not be awarded degrees.

Article 48 (Deleted)

Volume 8 Suspensions, Resumption, Transfer, Withdrawal, Dismissal

Article 49 The regulations for suspension of study are as follows:

1. Student Applications for suspension of study must be approved by parents or legal guardians (Students studying in Continuing Education Programs and students in special cases are excluded.) Students must obtain written approval from the dean of their department and file applications for suspension with the Office of Academic Affairs.
2. Students may apply for suspension of study for 1 semester or up to 2 academic years. The suspension of study would not be accumulated if the student, the spouse of the student, or the partner of the student is pregnant, or had been pregnant (induced abortion, miscarriage, or adoption), or is undergoing childbirth, or the student was nurturing children under the age of three. Students with serious illness or other special accidents may apply for an extension of the suspension of study by a maximum of two academic years by providing relevant proof, however, two academic years of suspension is the maximum.
3. Enrolled undergraduate students applying for suspension shall file the application before the final exam; grades for that semester will not be recorded.
4. After completing suspension procedures, students who have studied more than one-ninth of the entire semester, those who suspended draft, or those who have registered their suspension status to the Department of Household Registration shall not request to revoke the suspension status.

Article 50 Students under one of the following conditions may apply for suspension of study:

1. The record of unattended classes under leave of absence has reached one-third of the semester's total class hours, or the total hours of truancy have reached forty hours
2. The total number of days of excused absence or unexcused absences has reached one-third of the semester's total class hours. However, if the absence regulation does not apply to students who are absent due to pregnancy, previous pregnancy (induced abortion, spontaneous abortion, or adoption), childbirth or parenting of a child under three years of age, spouse or partner pregnancy, previous pregnancy (induced abortion, spontaneous abortion, or adoption), childbirth, or have suffered serious illness, injury, or major family change, and who have been approved by the Holistic Care Student Committee.
3. Students violating CYCU school regulations will be suspended in accordance with disciplinary regulations.
4. Students who fail to pass the minimum credit required within any regulated time period.
5. Students suffering from contagious or other diseases that have been established by competent medical evidence shall be suspended immediately.

Article 51 Requirements for resumption are listed as follows:

1. After the suspension period, students may apply for resumption to the Office of Academic Affairs. Relative to Article 50-5, students are allowed to apply for resumption based upon reliable medical proof.
2. Reinstated students must continue their studies in the originally enrolled department as they were in when their suspended status started. Students who applied for suspension from schooling in the middle of a semester must continue at the same level they were at when their suspended status began.
3. Reinstated students who had suspension of study for 1 semester or 3 semesters shall complete the required credit hours for their major; they may not retake courses that they previously passed.
4. To resume studies after serving military duty, students shall apply for readmission, with a Military Discharge Certificate a month before a new semester starts. Students who do not apply for postponing the suspension period shall be treated in accordance with Articles 49 and 52. Any period of serving in military service shall be excluded from the accumulation of a suspension period.

Article 52 Students who are in one of the following categories shall be withdrawn from school.

1. Students who do not register during the designated date.
2. Students who do not apply for suspension of study within the designated time.
3. Students whose enrollment admission or transfer admission has been deemed ineligible.
4. Students whose grades of failed courses do not meet the required

standards for the continuation of studies.

5. Students who failed their personal conduct grades. Students who do not complete required courses and credits within the required terms of study.
6. Students who enroll in other universities without the approval of CYCU, or students who do not follow the *Guidelines of Applying for Double Academic Status of CYCU*.
7. Students who should be expelled from school pursuant to the *Student Reward & Punishment guidelines*.
8. Students who should be expelled from school in accordance to CYCU rules and requirements.

Article 53 Deleted

Article 54 Students who apply voluntarily for withdrawal or students who have been ordered to withdraw from schooling must complete the withdrawal procedures at the Office of Academic Affairs. Approval for voluntary withdrawal must be given by the student's parents or legal guardians.

Article 54-1 Students should be given the opportunity to submit opinions before being suspended from study, withdrawn from school, or dismissed. Students may come and explain themselves if necessary, and it will be recorded.

Article 55 Students who consider their ordered withdrawal or dismissal as unlawful or inappropriate and in violation of their rights may provide pertinent documentation and present a grievance appeal. A student in question may continue his or her studies prior to the final determination of their appeal. Students who pursue a grievance appeal in school and those who do not receive a favorable decision may take further legal action. If the CYCU's disciplinary decision is determined by legal authorities (Legislative Yuan or courts) over CYCU to be inappropriate or illegal then CYCU will proceed accordingly. If the student is reinstated after the appeals process but is not able to resume schooling immediately, he or she must complete the process for determining a suspension period from the schooling process for an appropriate period away from school; CYCU shall facilitate the student's reinstatement in school and allow such suspended students in pursuing the process of establishment of a suspension period.

Article 56 Dismissed students, who complete one semester and have grades, may apply for certification of their studies after completing the dismissal procedures.

Article 57 Students who have withdrawn from school due to violation(s) of school rules and failure of conduct grades are not allowed to attend transfer exams.

Article 58 After an active study status is approved, but prior to completion of the enrollment process and attending classes, students may start procedures to be changed to suspended status. A suspension that is approved before enrollment can exempt a student from all fees. Suspension applications that are approved after enrollment will result in fees and refunds being determined in accordance with criteria for determining fees and refunds pursuant to CYCU policies and regulations of the Taiwan Ministry of Education.

Article 59 Students who are dismissed from CYCU due to serious violations of CYCU rules or regulations, or Taiwan laws, or the Ministry of Education rules or policies shall be dismissed from CYCU without any certification of studies.

Volume 9 Graduation and diploma

Article 60 Diplomas are based upon credit hours upon a credit system. The terms of study of departments shall be four years, except for the Department of Architecture(Degree program), and Financial & Economic Law shall be five years; after acquiring Bachelor degree, the second profession degree program shall be 1 to 2 years.

Article 61 Students with outstanding academic performance who have already completed the required courses and credits of the department (degree program) one semester or academic year ahead of their originally scheduled date for graduation may be allowed to graduate in advance of their originally scheduled date for graduation in accordance to Regulation of early graduation base on the academic excellence of departments at CYCU and submit to the Ministry of Education for future reference. Those who are not qualified shall enroll in select courses as planned.

Article 62 Students who are unable to complete the required credits within the regulated terms of study (Degree program) may apply to extend their studies semester by semester for up to two academic years.
Students pursuing double majors who have completed all required courses and credits for one's primary major (Degree program) and who have reached the end of the extended two-year period of extended study may apply for another year of extended study if he or she failed to complete all required courses and credits for his or her second major by the end of the extended period.
If necessary, disabled students who pursue a bachelor's degree may extend their terms of study up to four (4) academic years.
Students with excellent athletic grades may apply to the Academic Affairs Office to extend their studies for a period of up to four academic years if needed to cooperate in training or to play in contests.
Students with pregnancy and childbirth issues may submit relevant and reliable documentation of such with their applications for extension of studies for up to one additional academic year.
Students who need to spend time caring for and feeding their infants may apply for extensions of periods for study up to a maximum of three (3) academic years. Infants shall be deemed to be children under the age of three.
Students who do not take credits for the first semester of an extended time of study may apply for suspension before enrollment; those who enroll shall take at least one course.

Article 63 Students who complete all required courses and credits within the stipulated time of study under review of qualification of graduation will be conferred a certificate of degree and be conferred a bachelor's degree based upon the requirements of the department they enrolled in (degree program). Related regulations are stated separately in the *CYCU Regulations on Graduation Qualifications and School Leaving Procedures*.

The graduation conditions customized by the department (degree program) shall be included in the study measures of the department (degree course), which shall be announced and implemented after approval by the Academic Affairs Meeting.

Starting from the 2012 academic year, bachelors must pass the English proficiency tests that CYCU recognized in order to graduate.

Article 63-1 Students who study in a similar academic field program or study in an interdisciplinary degree program may apply to be conferred a bachelor's degree based on the academic field and the studied courses if they meet the requirements. And it is not restricted by the regulations of departments or graduate institutes. The standard of similar academic field is determined by the college meetings or degree program affairs meetings that govern the conference of degrees.

Article 64 Bachelors who are graduating with outstanding grades and with the potential to be researchers may apply for direct admittance to pursue a doctoral degree without a master's degree. The application requires the recommendations of two associate professors in the enrolled department, academic unit, or degree program and the approval of the Meeting of University Affairs and the President of CYCU. Regulations relative to outstanding grades and potential to be researchers are stated separately in the *CYCU Regulations on Immediate Admission to a Doctoral Program*.

Graduating students who have been admitted to study in a program for a doctoral degree must acquire the bachelor's degree in the same academic year of pursuing a doctoral degree. Those who failed to acquire a bachelor's degree before pursuing a doctoral degree may not pursue a doctoral degree.

Volume 10 Graduate students

Article 65 Candidates who have attained a bachelor's degree from a public university, private university, independent college, or any other foreign university recognized by the Taiwan Ministry of Education, or universities with equal standing recognized by the Taiwan Ministry of Education may pursue a master's degree by passing the post-graduate admission examination or screening.

Article 66 Candidates who have attained a master's degree from a public university, private university, independent college, or any other foreign university recognized by the Taiwan Ministry of Education, or universities with equal standing recognized by the Taiwan Ministry of Education may pursue a doctoral degree by passing the doctoral admission examination or screening.

Article 66-1 Students admitted to the doctoral, master's, and master's in-service programs at this university, who meet the admission requirements are eligible to apply for early registration one semester in advance.

Article 67 Students who are pursuing a master's degree with outstanding grades and with the potential to be researchers may apply for direct admittance to pursue a doctoral degree. The application requires the recommendations of two

associate professors in the enrolled department, academic unit, or degree program and the approval of the Meeting of University Affairs and the President of CYCU.

Regulations relative to outstanding grades and potential to be researchers are stated separately in the *CYCU Regulations on Immediate Admission to a Doctoral Program*.

Article 68 The terms of study are limited to one to four academic year(s) for master's students; and two to seven academic years for doctoral students. Students who are pursuing doctoral degrees shall follow the regulations above as soon as they become doctoral students. However, in-service graduate students who failed to attain all compulsory credits or failed to complete their theses or dissertations may apply for an extension from one semester to two academic years. In-service master's students have the restricted terms of study of two to six academic years, however, those with special circumstances and who were recognized by the President of CYCU are not restricted by this regulation. Those whose transferred credits have reached 1/2 of the required graduate credits (thesis and seminar may not be accumulated) may shorten their terms of study from one semester to two academic years by following the *CYCU Regulations for Credit Transfers*. If necessary, disabled students who pursue a master's degree may extend their terms of study up to two academic years. Students who are absent due to pregnancy, previous pregnancy (induced abortion, spontaneous abortion, or adoption), childbirth or parenting of a child under three years of age, spouse or partner pregnancy, previous pregnancy (induced abortion, spontaneous abortion, or adoption), childbirth, or have suffered serious illness, injury, or major family change may submit relevant and reliable documentation of such with their applications for extension of studies for up to one additional academic year. However, students who need to spend time caring and feeding for their infants may apply for extensions of periods for study up to a maximum of three academic years with relevant and reliable documentation. Infants shall be deemed to be children below the age of three. The credits taken while studying at the university may not be transferred to in-service master's program's graduation credits, those with special registration and different required courses are not restricted by this regulation.

Article 69 Master students or in-service master students should attain at least twenty-four credits. Doctoral students should attain at least eighteen credits. Master students who are pursuing doctoral degrees should attain at least thirty credits. (including credits attained during their master's courses) The credits of their theses shall be accumulated separately.

Article 69-1 Master students, in-service master students, or doctoral students within the field of fine arts, applied science or technology, or sports may submit their works and proof of achievement accompanied by written reports or technical reports instead of theses or dissertations. The criteria for determining the fields will be implemented after the recognition of the academic affairs meeting. Students undertaking a professional practice master's degree program may

submit their professional practice reports instead of theses. The criteria for determining professional practice areas will be implemented after the recognition of the academic affairs meeting.

The regulations of determinations, the form of materials, content items, and other related matters pertaining to each suitable field are referred to in the preceding two paragraphs for which a work, proof of achievement accompanied by a written report, a technical report, or professional practice report may be submitted instead of a thesis shall be prescribed by the competent authority.

Article 70 Before commencing their thesis, Graduate students must select a full-time faculty member from their department to serve as their supervising professor. The selection and replacement of supervising professors for graduate students will be determined by each department.

If required by the research field, students may choose a full-time faculty member from another department within the university or select co-advisors from experts and scholars on or off campus with the approval of the desired department.

Article 71 Graduate students may submit their applications for transfer programs (departments, institutes, or degree programs) to the Academic Affairs Office within the designated time before the start of the second semester. The regulation of transfer departments (institutes, or degree programs) is stated separately. The transfer process for graduate students between departments (institutes, or degree programs) will be handled in accordance with Articles 36, Items 2 and 3, and Article 37 of the *CYCU Academic Policies*.

Article 72 A graduate student in a graduate school at the master's or doctoral level, having met the course of study time semester registration requirement and completed the degree required courses, earned the required credit hours, and passed other degree evaluation regulations of the institute, and submitted a thesis, may apply for a master's or doctoral degree examination.

The regulation is stated separately in the *CYCU Regulations on Graduate Student Degree Examinations*.

Article 73 The academic records of graduate students are passed with a score of seventy points or above and with one hundred points as maximum. Students who failed to pass may not take make-up examinations and must retake the courses that are compulsory. Conduct grades are passed with a score of seventy points or above.

The average score of academic records and the average score of the final oral examination graduate degree will be the graduation grade of graduate students.

The grades of graduate students will be converted in accordance with the graduation method according to the grades of undergraduate students.

Article 74 Graduate students under one of the following conditions will receive withdrawal:

1. The student's admission eligibility or course of studies involved dishonesty or fraud.

2. The doctoral student fails to pass the qualification examination within the required period.
3. The student fails to complete all the courses and credits required or fails to submit his/her thesis or dissertation.
4. The student fails to pass the final oral examination graduate degree, and is not qualified to take a make-up examination, or failed the make-up examination.
5. The thesis or dissertation, work(s), proof of achievement, written report, technical report, or professional practice report contains fabricated, altered, or plagiarized material, was written by someone else, or constitutes some other form of fraud.

Article 75 Graduate students who are part-time workers of teaching research or other relevant work may receive scholarships and grants. The regulation is stated separately in the *Regulations of Graduate Students Scholarship and Grants at CYCU*.

Article 76 Students shall follow the rules and regulations of *CYCU Academic Policies* for the methods of the registration of graduate students, courses between divisions (distance learning), transfer credit, retainment of student status, suspension of study, resumption of study, correction of name, or change of other personal information, violation of school rules, graduation, and graduate qualification.

Volume 11 Division of Continuing Education and Professional Development

Article 77 Candidates who have graduated from domestic or foreign public high schools, or accredited private high schools or who meet the requirements of an equivalent university entrance exam's academic abilities standards in accordance with its Article 2 may study in a CYCU continuing education bachelor's degree program.

Candidates who are on-the-job and have graduated from a day school of a domestic junior college or above or for one year (or recognized to possess equivalent academic competence by the Taiwan Ministry of Education) or from a night school of a domestic junior college and above, through an open admission process, may be admitted into a two-year vocational school program for on-the-job training or education with the Department of Continuing Education.

Article 78 Students of the Department of Continuing Education and Professional Development and the two-year vocational school program for on-the-job continuing education shall select no less than nine (9) credit hours of courses each semester except that they may elect to take only six (6) credit hours in the last year of their study term.

Article 79 Physical education is a required course for the first and second year, with lessons being two (2) hours per week without credit. A student who fails to obtain the required credits for physical education will not be allowed to graduate; military education and nursing education are optional courses for this requirement. A student enrolled in two-year vocational school programs

for on-the-job continuing education shall not be required to take physical education and/or military education and/or nursing education.

Article 80 The minimum graduation requirements for students of all departments of the Department of Continuing Education and Professional Development shall be no less than one hundred and twenty-eight (128) credit hours and no more than one hundred and forty-eight (148) credit hours in total. Students enrolled in two-year vocational school programs for on-the-job continuing education shall be no less than seventy-two (72) credit hours and no more than eighty-two (82) credit hours.

Article 81 Students of the Department of Continuing Education and Professional Development and two-year vocational school programs for on-the-job continuing education may apply for interdisciplinary course programs, minors, or double majors. Applying for transfer to other departments shall be in accordance with restrictions and rules of the enrolled department.

Article 82 The term of study in the Department of Continuing Education and Professional Development for each major shall be for a period of time up to five years; the limit of time for study in a two-year vocational school program for on-the-job continuing education for each major shall be up to three (3) years. The limit of study term for students admitted to the university after the academic year of 2004 is two years. Those who are unable to complete all required courses as regulated may extend the time of study from one semester to two academic years. Students of the Department of Continuing Education and Professional Development and the two-year vocational school program for on-the-job continuing education must have completed all required credits ahead of the second semester of the academic year and satisfied all qualifications may graduate ahead of the regular time of study.

Article 83 In addition to the afore stated regulations of the Department of Continuing Education and Professional Development and two-year vocational school programs for on-the-job continuing education, the regulations of the university for matters relative to enrollment, deferred enrollment, payment of tuition, credit transfers, selecting courses, courses, credits, leaves of absence, unexcused absences, grades, make-up examinations, suspension of study, resumption of study, transfer to another university, dismissal, withdrawal from school, graduation, diplomas, correction of names, graduation years, and violation(s) of school regulations shall follow the rules and regulations of *CYCU Academic Policies*.

Volume 12 Credit Courses of Individual Department (College of Academic Unit, Degree Program) for Extended Education

Article 84 Candidates enrolling in a baccalaureate or master's program may apply for extended education as paid auditors. The number of paid auditors shall be in accordance with the *Regulations of Continuing Education Projects at CYCU*. Once qualified, candidates may elect the credits.

Article 85 If students studying in individual departments (institute graduate or degree program) of extended education with credit hours pass courses, he or she will be awarded a certificate of extended education.

Article 86 If a student studying in an individual department (institute graduate or degree program) of extended education with credit hours has been admitted as a formal student through entrance examinations, he or she may transfer their passed credits in accordance with the *CYCU Regulations for Credit Transfers* thereby shortening their time of study in a department program for a period of time up to one year; however, the shortened time of study may not be less than the required terms of the study of target semester and less than half of the required credits.

Article 87 After electing courses, students studying in an individual department (institute graduate or degree program) of extended education with credit hours shall follow the relevant regulations of the university.

Volume 13 Supplementary Provisions

Article 88 The directory records pertaining to a student's academic status, including the school ID, name, gender, date of birth, resident address, number of personal ID card, nationalities of foreign students, residency of overseas Chinese students, admission status, academic background for admission, admission date, department, division of academic unit and department, degree program, suspension of study, resumption of study, major transfer (institute graduate, degree program, and division of department), minors or double majors, grades, date of graduation and of receiving a diploma (the record of withdrawing from school), names of parents or legal guardians, and mailing address will be cataloged and maintained permanently.

Article 89 Students may apply for summer courses to make up a required course or courses for the required course(s) of a department, for minors, double majors (diploma), interdisciplinary course program, or a failed course that is required for a subsequent course to be taken. All other relevant matters not covered in these rules and regulations shall be applied in accordance with the *CYCU Procedures for Opening Summer Courses*.

Article 90 Individual departments, institute graduates, and degree programs of CYCU shall cooperate with overseas universities for multinational joint degree programs. *The Regulations of the multinational joint degree program* are established separately.

Students who go abroad to earn credits, conduct thesis-related research, engage in internships or observations, represent the university or the country in international activities, conferences, and competitions, or must go abroad for special reasons, will have their academic and enrollment status managed according to the relevant regulations

These regulations are established separately in the *CYCU Management of Student Academic Issues and Status during Absence for Study Abroad Policies*.

- Article 91 Students in the military service who are qualified for applications for a suspended summon or post-school mobilization may apply for them. Students in activations may not apply for suspended summons if been recalled by the military.
- Article 91-1 If the right to education of a student of the university is recognized by the Association for Holistic Care Student Committee or project approval as having been suddenly affected by an unexpected major disaster, an individualized alternative curriculum will be applied to protect students' right to learning. Regulations shall be applied in accordance with the Regulations of students suddenly affected by an unexpected major disaster and process of their studies and student statuses and will be implemented after the recognition of the Academic Affairs Meeting.
- Article 92 The Regulations and any amendments shall be passed by the Academic Affairs Meeting reported to the University Council, implemented on the date of promulgation, and then submitted to the Ministry of Education for reference. However, the laws that were required to be amended by the competent authority must be recognized by the Meeting of University Affairs to be effective.