

CJCU Academic Regulations

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October 24, 2012	Filed for future reference via Official Letter Tai-Kao-(Er)-Tzu No. 1010168012
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December 26, 2022	Amendment (Article 11; added new Article 12; numbering changed for all articles after new Article 12; Articles 21, 23, 24, and 36) passed at the End-of-Semester University Affairs Meeting, 1 st semester, 2022–2023 academic year
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July 17, 2024	Approved to be filed for reference (Articles 2–5, 7–9, 11–12, 14–15, 17–19, 21–22, 26, 30–31, 37, 40, 42–43, 46–47, 49–50, 52, and 54) via Ministry of Education Official Letter Tai-Chiao-Kao-(Er)-Tzu No. 1130060198
June 9, 2025	Amendment (Articles 4, 12, 15–18, 24, 37, 43–45; added new Article 53; numbering changed for all articles after new Article 53) passed at the End-of-Semester University Affairs Meeting, 2 nd semester, 2024–2025 academic year
July 14, 2025	Approved to be filed for reference (Articles 12, 24, 37, 43–45, and 53–55) via Ministry of Education Official Letter Tai-Chiao-Kao-(Er)-Tzu No. 1140063719

Chapter I General Provisions

- Article 1 In accordance with the University Act, the Enforcement Rules of the University Act, the Degree Conferral Act, related education laws, and the University’s actual needs, the University formulates the Chang Jung Christian University Charter.
- Article 2 With the University’s student status management, grade evaluations,

graduation qualification review, and other such matters, except where otherwise stipulated by education laws, all such matters shall be handled in accordance with this Charter.

Article 3 Undergraduate students at the University who do military service during their period of study (below, “draftees”) may at the regulated times submit applications to do a flexible period of study. Regulations regarding draftees’ flexible periods of study shall be separately formulated, and reported to the Ministry of Education to file for reference.

Chapter II Admission and Credit Waivers

Article 4 Eligibility for new admission to all the University’s degree programs shall be as follows:

1. A student who has graduated from a public senior high school, a registered private high school, or an equivalent level school, or who possesses equivalent educational levels, may enroll in a bachelor’s degree program or continuing education undergraduate program.
2. A student who has graduated from a junior college or other institution of higher education, or who possesses equivalent educational levels, may enroll in a two-year in-service program.
3. A student who has graduated from a university or higher level institution, and who possesses a diploma for a graduate or higher level program (if male, must have completed military service or not be obligated to complete standing soldier service), may enroll in a post-undergraduate second major undergraduate program.
4. A student who has graduated from a university or higher level institution, and who possesses a diploma for a graduate or higher level program (if male, must have completed military service or not be obligated to complete standing soldier service), may enroll in a post-undergraduate program.
5. A student who has graduated from a university or higher level institution, and who possesses a diploma for a graduate or higher level program, may enroll in a post-undergraduate diverse specialization empowerment program.
6. A student who has obtained an undergraduate degree, or who possesses equivalent educational levels, may enroll in a master’s degree program.
7. A student who has obtained an undergraduate degree, or who possesses equivalent educational levels, and who has at least one year of work experience, may enroll in a master’s degree in-

service program.

8. A student who has obtained a master's degree, or who possesses equivalent educational levels, may enroll in a PhD program.
9. A student who has accumulated at least two semesters of study; who has been given a certificate of attendance, transfer certificate, leave from studies certificate, or diploma; and who has been admitted to the University via the Transfer Admission Test, may transfer to the University's equivalent department at the equivalent year level for study.

The admission regulations for each program shall be separately stipulated, then reported to the Ministry of Education for approval; once approved, they shall take effect.

Article 5 The University may, in accordance with legal regulations, admit students with mental/physical disabilities, students who are from Indigenous groups, students who are athletically gifted, international students, and students with other identities.

Article 6 Once a new student or transfer student is admitted, they must carry out the admission procedures in accordance with the Admission Notification. While carrying out the admission procedures, the student must submit their original diploma or valid certifying documents specified in education laws for verification. The student must also submit a Basic Student Information Form. If any of the aforementioned documents are approved for late submission for a legitimate reason, the student may be first admitted, then submit said documents to the Office of Academic Affairs within one week of the start of classes.

Article 7 The courses and credits that a new student or transfer student has studied in and passed prior to the student's admission may be waived. When completing credit waivers after admission, the student must submit (hand over) year-by-year transcripts from the original school studied or original documentary evidence of credits obtained. Such procedures must be completed before the time limit stipulated in the school calendar for the semester of admission; once the time limit passes, no such request will be accepted.

Regulations regarding student credit waivers shall be separately formulated.

Article 8 If there is any eligibility not met in the certifying documents submitted by a new student or transfer student, or said documents are not submitted in accordance with regulations, the student's admission eligibility shall be revoked. If the submitted documents are shown via investigation to have any forgery, fraudulent use, alteration, invalidity, or other such circumstances, the person shall be stripped of their

student status; the person themselves, their parent(s) or guardian(s) shall be notified, and no certifying documents of any kind shall be issued.

If such circumstances are discovered after the person graduates, then their degree diploma shall be ordered revoked, and their degree shall also be announced as revoked.

Article 9 If a new student is not able to be admitted for major cause, then the student may, prior to the supplemental registration day, submit certifying documents to the Office of Academic Affairs to apply for retention of admission eligibility. The time limit for retention of admission eligibility shall, except where otherwise regulated, be one year. Once the time limit has passed, the student must have processed admission in accordance with regulations. When the student applies for retention of admission eligibility due to performing compulsory military service, the time limit may be extended to the expiration of the period of such service; when applying for admission, the student must attach their discharge order. When the student applies for retention of admission eligibility due to pregnancy or childbirth, the time limit shall be determined as required for pregnancy, childbirth, or looking after one or more children aged three or younger; when applying for admission, the student must attach certifying documents produced by an NHIA contracted medical care institution or higher, and household registration transcript. After a student participating in the Youth Education and Employment Savings Account Program is admitted to the University, then applies for retention of admission eligibility, the time limit is three years, which shall not be counted against the original one-year retention of admission eligibility.

Chapter III Fee payment, registration, and course selection

Article 10 The University's students shall, prior to the start of classes each semester and on or before the regulated day, complete payment of fees before they shall be considered to have completed registration. A student who is unable to complete payment of all fees by the time limit shall, by the date specified on the school calendar, submit written documents to the student's department to apply for an extension; the department shall then transfer the application to the Office of Academic Affairs to handle the extension registration.

Article 11 A student who does not complete fee payment by the regulated time limit shall, on the day of registration, submit proof of what payment has already been made to the Office of Academic Affairs, which will then make a note for reference. For any student who does not complete registration by the registration date, the Office of Academic Affairs

shall notify the student themselves, and their parent(s) or guardian(s), via written registered postal mail notification to complete registration by the regulated time limit. In the event of force majeure causes that are confirmed by the University, delayed registration may be granted. If the aforementioned time limit for registration passes and the student has not completed registration, they shall be deemed to have no intention to undertake studies. When the aforementioned circumstances occur, new students shall have their admission eligibility revoked; existing students shall be ordered to withdrawal from studies.

Article 12

Student course selection must be completed in accordance with the schedule listed in the school calendar. If a student does not complete course selection by the time limit, they shall be ordered to withdrawal from studies. A student shall not select courses whose class times conflict with each other; conflicting registrations shall be canceled. If a student selects a course that the student has already taken and received a passing grade in, the credits shall not be approved. Each program's regulations for minimum and maximum number of credits selected are as follows:

1. Undergraduate students:
 - 1) From the first to third academic years, the student shall take no fewer than 12 credits. In any semester during the fourth academic year, the student shall take no fewer than 2 credits. However, a new student admitted for the 2023–2024 academic year or later shall, in any semester during the fourth academic year, take no fewer than 6 credits.
 - 2) A student who has extended the period in which they must complete their degree program shall take a minimum of one course every semester. A student who has completed their required graduation credits but who has not met all University-stipulated graduation requirements (multidisciplinary specialization courses; multidisciplinary micro-courses; English abilities; IT abilities; practical abilities; etc.) is not subject to the one-course requirement.
 - 3) Except where a credit overload is approved, a student shall not select more than 25 credits in courses per semester.
2. For a student in a continuing education undergraduate program, from the first to third academic years, the student shall take no fewer than 9 credits. In any semester during the fourth academic year, the student shall take no fewer than 2 credits. A student who has extended the period in which they must complete their degree program shall take a minimum of one course every semester. Except where a credit overload is approved, such a student shall

not select more than 25 credits in courses per semester.

3. For a student in a two-year in-service program, the student shall take no fewer than 9 credits each semester. Except where a credit overload is approved, such a student shall not select more than 25 credits in courses per semester.
4. For a student in a post-undergraduate program, the student shall take no fewer than 9 credits each semester. Except where a credit overload is approved, such a student shall not select more than 25 credits in courses per semester.
5. For a student in a post-undergraduate diverse specialization empowerment program, there is no minimum number of credits that must be taken each semester. However, the student must pay all fees by the time limit and complete registration. Except where a credit overload is approved, such a student shall not select more than 25 credits in courses per semester.
6. A graduate student in the first year of study must take a minimum of one course each semester. Other course credit minimums and maximums shall be as stipulated by the specific graduate school.
7. After the add/drop/change deadline, if a student's selected courses are below the minimum number of credits but special circumstances apply, the student may apply on a case-by-case basis for approval to lower the credit minimum.
8. A student who applies for a credit overload must comply with the overload requirements. The student must apply before the add/drop/change deadline, in accordance with the course selection operation guidelines. However, the total number of credits taken in a semester shall not exceed a maximum of 31 credits, with the exception of circumstances where a student draftee doing a flexible period of study applies for credit overload.
9. A student may, in the four weeks before mid-semester exams, apply to drop courses already enrolled in. However, no more than two courses may be dropped. The number of credits taken after drops shall still not be lower than the minimum number of credits for the semester; also, a course drop application shall only be complete after being approved by the department director.

If a student violates any of Subparagraph 1 to 4 of the preceding Paragraph, the student shall suspend their studies, which shall count against their time limit for suspension of studies. If this is not handled within the time limit or the time limit for suspension of studies expires, the student shall be ordered to withdraw from studies.

If a student must supplement payment of tuition after the add/drop/change deadline, such payment must then be completed

before mid-semester exam week. If payment is not completed within the time limit, then the student's registration for that course shall be canceled, and the course shall not be calculated within the semester grades. If a student's credits are lower than the minimum after credits are canceled, then the student shall be ordered to withdraw from studies.

The guidelines for student course selection operations and other points of note regarding course selection shall be separately formulated.

If an athletically gifted student at the University first receives approval from the University in accordance with the regulated procedures, the student may take classes flexibly. Implementation guidelines for flexible study by athletically gifted students shall be separately formulated.

Article 13

A new daytime undergraduate student may, prior to admission, take the University's preparatory classes. Credits so taken and grades for them shall be listed for the semester of admission; course grades shall be registered in terms of a pass/no-pass evaluation method. They shall be listed within the graduating credits, but shall not be calculated within that semester's credits, nor shall they be calculated within the semester or graduating credit grade point averages.

If a student suspends their studies during their semester of admission, their grades shall then be listed for the semester in which they resume their studies. If a student withdraws from studies during their semester of admission, their credits shall not be recognized.

Chapter IV Summer classes

Article 14

Where actual need requires it and the department/office director approves it, any of the University's courses may be opened as a summer course. The regulations for such are as follows:

1. During each year's summer course program, a single-semester course shall be held as one block, while a full-year course shall be divided into two blocks.
2. One student may take a maximum of three courses per summer session (calculated as the combination of on-campus and inter-university courses taken). However, draftees doing flexible study are not subject to this restriction.
3. A student who joins a summer course must pay tuition. Once tuition is paid, only drops shall be processed; no refunds shall be given.
4. Whether the grade for a summer course is a pass or fail, this must

still be recorded in the year-by-year transcript. Credits taken and grades shall only be added to the total graduating credits and graduating grades; they shall not be calculated within any semester grades.

Regulations regarding summer course implementation shall be separately formulated.

Chapter V Inter-university course selection

Article 15 The University may implement inter-university course selection in accordance with actual need. Regulations for such are as follows:

1. Such a course must, in principle, be courses that the University has not opened for the semester in question. However, a draftee doing flexible study shall not be subject to this restriction.
2. The number of credits that one of the University's students may enroll in as a non-degree student at another school shall be no more than one-third of credits that the student takes in the semester in question. However, a student with an extended period in which they must complete their degree program shall not be subject to this restriction.
3. When one of the University's students applies to take courses at another school as a non-degree student, they shall fill out one of the University's inter-university course selection application forms. This must then be approved by the department, school, and degree program directors (common required courses must be approved by the organization opening the course). Once approved, the application must be sent to the Office of Academic Affairs for review. Once reviewed and stamped, the student shall take said application form directly to the other school to implement course selection and tuition payment, then return the application form.
4. When a student from another school applies to take a course at the University as a non-degree student, this must be approved by their original school. The student's registration and course selection at the University must be handled before the University's add/drop/change deadline date; once the time limit passes, no such request will be accepted.
5. A student in a post-undergraduate program or post-undergraduate diverse specialization empowerment program must be approved on a case-by-case basis by the Ministry of Education; such a student shall not apply for inter-university course selection.

Regulations regarding inter-university course selection shall be separately formulated.

Chapter VI Departmental transfers

Article 16 When an undergraduate student at the University has completed at least one semester, they may upon starting their second or later semester apply for a departmental transfer. They then officially begin studying in the new department from the third or later semester. The regulations for such are as follows:

1. When a student applies for a departmental transfer, then the student must, within the time limit in the school calendar, fill out one of the University's departmental transfer forms, attaching an original year-by-year transcript. Once this form is certified via signature and seal from the student's original departmental supervisor and director, and the proposed transfer department director, the form is then sent to the Office of Academic Affairs for registration with the Curriculum Division. Only then is the application process complete.
2. A student shall, in principle, transfer departments no more than once. A student who is still in a suspension of studies period shall not apply for a departmental transfer.
3. A student in a day class, continuing education, two-year in-service, post-undergraduate, or post-undergraduate diverse specialization empowerment program shall not apply for departmental transfer between programs.
4. An international student shall not transfer into a continuing education undergraduate program or other program whose classes are held solely at night or on weekends. However, an international student who already possesses legal resident status in Taiwan, or whose program is classed as one of the programs approved by the Ministry of Education, shall not be subject to this restriction.

Regulations regarding student applications for departmental transfers shall be separately formulated.

Chapter VII Double majors, minors, inter-college programs, and international dual degree programs

Article 17 Beginning with the second academic year, and continuing until the first semester of their final year, an undergraduate student at the University may apply for a double major.

Double major students may, in accordance with their own wishes, choose the most beneficial department, academic year, courses, and schedule arrangements. In addition to completing all required course credits in their original department, they must then take additional

credits in the added department in accordance with regulations.

Post-undergraduate program and post-undergraduate diverse specialization empowerment program students shall not apply for double majors.

Regulations regarding students doing double majors shall be separately formulated.

Article 18 Beginning with the second academic year, and continuing until the first semester of their final year, an undergraduate student at the University may apply for minor.

A student with a minor may, in accordance with their own wishes, choose the most beneficial department, academic year, courses, and schedule arrangements. In addition to completing all required course credits in their original department, they must then take the foundation module credits in the added department in accordance with regulations.

Post-undergraduate program and post-undergraduate diverse specialization empowerment program students shall not apply for minors.

Regulations regarding students doing minors shall be separately formulated.

Article 19 The University may organize international dual degree programs with international schools. Both schools must, on the basis of a signed agreement, assist students in such programs; such a student must first complete at least two semesters, then go to the other school for studies. Once the student complies with both schools' graduation eligibility regulations, the University and the other school shall then jointly or separately confer a degree upon the student.

For a student approved by the University to study in an international dual degree program, the courses and credits that the student has completed with a passing grade at the original school may be handled in accordance with the Guidelines for Student Credit Waiver and Transference.

For a student approved by the University to study in an international dual degree program at an overseas school, the courses, credits, and grades that the student has completed with a passing grade at the original school shall be handled, within the University's regulated period of study, in accordance with the Guidelines for Student Credit Waiver and Transference and with the Guidelines for Handling Academic Performance and Enrollment Status of Students During Study Overseas.

Regulations regarding the implementation of the University's international dual degree programs with international universities shall be separately formulated.

Chapter VIII Leave and unexcused absences

Article 20 If a student is unable to attend a class or participate in a meeting or other regulated activity for cause, the student must in all instances request leave. Any failure to request leave, or where the student is absent and leave was not approved, shall be treated as an unexcused absence.

The regulations regarding student requests for leave as mentioned in the previous Paragraph shall be separately formulated.

Article 21 If a student in an undergraduate program at the University accumulates more than forty-six hours of unexcused absences in a semester, they shall be withdrawn from studies as discipline.

Chapter IX Suspension of studies, resumption of studies, withdrawal from studies, cancellation of student status, and dual enrollment

Article 22 Regulations for student suspension of studies are as follows:

1. When a student needs to suspend their studies due to a major cause, the student must submit an application to do so, attaching related proof and a consent form from the student's parent or guardian; the application must also be submitted before final exams for the semester in which studies are to be suspended. Only once the application is approved and the procedures to leave the University are completed may a leave from studies certificate be issued.
2. Except where otherwise regulated, when a student applies for a suspension of studies, such suspension may be approved for one semester or one academic year, for a maximum cumulative total of two academic years. No existing grades during a suspension of studies semester shall be calculated; during a suspension of studies period, a student shall not apply to transfer departments.
3. After the add/drop/change deadline passes, if a student's selected courses are still below the minimum required number of credits, and the student's request for a lowering of the minimum number of credits has not been signed off for on a case-by-case basis, the student must then be processed for a suspension of studies before

the deadline; this is then calculated against the student's maximum number years for suspension of studies.

4. If a student is severely ill for a short period and recovery is difficult; diagnosis by a hospital at the regional level or higher confirms that a suspension of studies is necessary; and there is a need to again apply for a suspension of studies, then on a case-by-case basis due to special circumstances, the suspension of studies may be extended. Such extension shall not be calculated against the student's maximum number years for suspension of studies.
5. Where a student is recruited for compulsory military service during a period of suspended studies, the student must submit a photocopy of the order of conscription or proof of conscripted military service to apply for extension of the time limit for suspension of studies. Once the military service period is complete, the student must submit a discharge order to apply for resumption of studies. The military service period shall not be calculated against the student's maximum number years for suspension of studies.
6. Where a student applies for suspension of studies due to pregnancy or childbirth, the student shall submit certifying documents produced by an NHI-designated hospital. The period of suspended studies shall be a maximum of two years. Also, if a student needs to look after one or more children aged three or younger, the student may apply for a suspension of studies. Such suspensions of studies shall not be calculated against the student's maximum number years for suspension of studies.
7. If a student participating in the Youth Education and Employment Savings Account Program applies for a suspension of studies after admission, they may be approved once for one to three academic years, for a maximum of three years, which shall not be included within the originally-designated two academic years of suspended studies.

Article 23

Regulations for student resumption of studies are as follows:

1. After the expiration of a student's suspension of studies period but before the start of classes, the Office of Academic Affairs shall send a resumption of studies notice. If the student completes payment in accordance with the resumption of studies notice and registration requirements and before the deadline, the student shall be deemed to have completed their resumption of studies and registration procedures.
2. When a student resumes their studies, they shall be assigned to their original year and semester of study.

3. When the department a student was originally attending has changed or ceased operations, the student shall be counseled so as to study in an appropriate department.
4. For a student to apply for early resumption of studies, this must be done before the registration deadline for the semester; resumption of studies shall not be applied for in the middle of a semester.

Article 24

When any of the following circumstances apply to a student, said student shall be withdrawn from studies:

1. Retention of student status deadline passes without having registered.
2. Not having registered on time.
3. Not having a passing conduct grade.
4. An undergraduate program accumulates more than forty-six hours of unexcused absences in a semester.
5. Where the student has committed major negligence as resolved by a Reward and Penalty Committee, and where the student is approved for withdrawal from studies by the president.
6. Where the student's period of study has expired, and the student has not completed sufficient required graduation courses and credits in accordance with regulations within the extended study period, and the student has not passed all University-stipulated graduation requirements (multidisciplinary specialization courses; multidisciplinary micro-courses; English abilities; IT abilities; practical abilities; etc.).
7. The maximum number years for suspension of studies (including approvals on a case-by-case basis) has expired, and after the add/drop/change deadline, the student's selected courses are still below the minimum required number of credits.
8. When a graduate student does not pass their graduate degree exam, then after re-testing still does not pass.
9. Where a student must be ordered to withdraw from studies in accordance with the other Articles of this Charter.

Article 25

When any of the following circumstances apply to a student, said student's student status shall be cancelled:

1. Where the student has committed major negligence as resolved by a Reward and Penalty Committee, and where the student is approved for cancellation of student status by the president.
2. Where the certifying documents for admission have any instance of forgery, fraudulent use, alteration, or invalidity and such is shown to be true via investigation, the student's student status shall be cancelled forthwith.

Article 26

When a student needs to withdraw from studies due to a major cause,

the student may personally request to do so given consent from the student's parent or guardian.

Article 27 If a student who is withdrawing from studies has completed at least one semester of courses and has grades for them, then once the procedures to leave the University are completed, a studies certificate may be issued.

Article 28 A student whose student status has been cancelled shall not be issued any certifying documents regarding studies, and shall also not take the entrance examination for new students or take the transfer admission test.

Article 29 If a student who has been disciplined via a withdrawal from studies or cancellation of student status appeals said action, the student may file a complaint in accordance with the University's student complaint regulations.

When the complaint requirements are complied with, then until the complaint resolution has been confirmed, the filing of a complaint in the previous Paragraph shall not impact the effect of the student's discipline via withdrawal from studies or cancellation of student status. However, in the handling of all matters regarding the student's status during the period of the student's complaint, no degree diploma shall be issued, but in all other ways such matters shall be handled as per a currently-enrolled student.

Article 30 When a student has been approved for withdrawal from studies or suspension of studies, the standards for refunding their fees shall be handled as per the Ministry of Education's Regulations for the Levying of Tuition and Miscellaneous Fees at Junior Colleges and Institutions of Higher Education.

Article 31 During the period when the University's students are enrolled, they may simultaneously register and be admitted for degree programs at other schools and to the University's other departments, institutes, and degree programs.

When a University student applies for dual enrollment, then within one month after the beginning of the semester in which the dual enrollment status begins in fact, the student must fill out one of the University's dual enrollment application forms. The student must attach a list of courses selected and class schedule for the semester.

Such application requires, for an undergraduate student, permission from the department, institution, and degree program supervisors; for a master's or doctoral student, it requires permission from the supervising professor and the department, institution, and degree

program supervisors. Such permission is then sent to the Office of Academic Affairs for approval; only then may the student obtain dual enrollment status eligibility.

Chapter X Grade assessments

Article 32 Undergraduate student grades are separated into academic grades and conduct grades. Both have 100 points as full grades and 60 points as passing.

Courses with a special nature may, after being passed by every level of curriculum committee and academic affairs committee, adopt a pass/fail testing method.

Student academic performance grades shall be evaluated as per the assessment methods shown in the course instructor's instructional plan.

Course grades using a pass/fail testing method shall not be calculated within semester or graduating average grades, but shall be calculated within graduation credits.

Summer course grades shall not be calculated within semester average grades for the first semester after admission, but shall be calculated within graduating grades and graduation credits.

Article 33 Master's degree student grades are separated into academic grades and conduct grades. Both have 100 points as full grades and 70 points as passing.

Courses with a special nature may, after being passed by every level of curriculum committee and academic affairs committee, adopt a pass/fail testing method.

Master's degree student's required courses and credits shall be handled as per the specific department's regulations.

With courses and credits in the previous Paragraph, in the event that a specific department or institute's curriculum committee determines that there is a need to make up undergraduate courses, an academic grade of 60 shall be passing; such grades shall not be calculated within semester average grades, nor shall they be calculated within graduating grades; until a student receives a passing grade in such a make-up course, they shall not participate in the degree examination.

A master's degree student's graduating grades shall be the average of their average academic grades and their degree examination grades.

Article 33 Doctoral student grades are separated into academic grades and conduct grades. Both have 100 points as full grades and 70 points as

passing.

Courses with a special nature may, after being passed by every level of curriculum committee and academic affairs committee, adopt a pass/fail testing method.

Master's degree student's required courses and credits shall be handled as per the specific department's regulations.

With courses and credits in the previous Paragraph, in the event that a specific department or institute's curriculum committee determines that there is a need to make up undergraduate courses, an academic grade of 60 shall be passing; where making up master's degree courses, an academic grade of 70 shall be passing. Such grades shall not be calculated within semester average grades, nor shall they be calculated within graduating grades; until a student receives a passing grade in such a make-up course, they shall not participate in the degree examination.

A doctoral student's graduating grades shall be the average of their average academic grades and their degree examination grades.

Article 35 If an instructor cannot evaluate a master's or doctoral student's academic grades within the University's regulated grading submission deadline, the instructor may mark the grade as "Not yet evaluated"; however, the grade evaluation must be completed before the end of the semester.

Article 36 If a student needs to request a long leave due to pregnancy, childbirth, or looking after one or more children aged three or younger, and such request is approved, the student's courses instructors may effect remedies, and complete grade evaluation before the end of each semester.

Article 37 Student academic grades shall be given online by the instructor via the E-System. Once "Submit grades" has been confirmed, grades shall not be altered.

In the event that a student has a dispute regarding an academic grade, then before the following semester's supplemental registration day, the student must fill out a grade review application form, and submit it to the department, institute, center, and degree program opening the course to do a query. Applications submitted after the deadline shall not be accepted. If the instructor considers there to be a need to correct the grade, the instructor may produce a student grade alteration request and written certification materials; after signing it, the instructor must submit it to their department, institute, center, and degree program for correction.

An instructor as mentioned in the previous Paragraph shall attend department, institute, center, and degree program affairs meetings as well as a College Affairs Committee meeting to explain the reason for the correction. Once resolved upon by the College Affairs Committee, the resolution shall be sent to the Academic Affairs Meeting for recording.

Once the resolution in the previous Paragraph to correct a student's grades is approved, it is sent to the Office of Academic Affairs for recording; once recorded, the process is complete.

Semester grade ranking shall be carried out in the semester after all University grades (including inter-university electives) have been accounted for. If there are grade corrections, then ranking shall be redone after the beginning-of-semester Academic Affairs Meeting. If there are still grade corrections after the beginning-of-semester Academic Affairs Meeting, no re-ranking shall be done.

If a student wishes to appeal their grade results, they may submit an appeal in accordance with the Regulations Governing Student Complaints.

Matters regarding student semester grades shall be handled in accordance with the Guidelines for Handling Student Grades.

Article 38 If a student is found via investigation to have engaged in cheating on a test, then the grade for that test in that course shall be calculated as zero; in addition, the student shall be disciplined in accordance with the Student Reward and Penalty Regulations.

Article 39 If a student requests leave during midterm or final exams for cause, the leave and make-up exams shall be handled in accordance with the Regulations Governing Student Leaves of Absence. The grade assessment methods shall be handled in accordance with the Guidelines for Student Exam Leave and Make-up Exams.

Chapter XI Student status management

Article 40 Each student's student ID, full name, gender, birthdate, identification number, household registration address, and other such information shall be retained in perpetuity by the University.

The student full name, gender, birthdate, identification number, and household registration address registered within a student's status information shall be primarily by the student's national ID number (alien resident certificate number). In the event that the information on admission eligibility documents and the national ID number (alien

resident certificate number) do not match, the information must be corrected by the originally-issuing organization.

Article 41 When a currently-enrolled student or graduating (attending) alumnus/alumna applies for a change of name, birthdate, or gender, they shall submit valid certification from the household registration office to the Office of Academic Affairs for recording and amendment.

Chapter XII Handling of studies and student status during study overseas

Article 42 During a period of studying overseas, a student's studies and student status shall be handled in accordance with the University's Guidelines for Handling Academic Performance and Enrollment Status of Students During Study Overseas.

Foreign universities/colleges for student's overseas research, continuing education, and dual degree programs shall be limited to those approved by the Ministry of Education.

During a student's period of study overseas, if they cannot register for or participate in semester exams, they may be approved for make-up registration or examination after their return to the University. Where the student goes overseas in accordance with a cooperation agreement, a parent or guardian may complete registration procedures for the student in accordance with the regulations.

Guidelines regarding studies and student status during study overseas shall be separately formulated.

Chapter XIII Periods of study, graduation, and degree conferral

Article 43 Each student at the University must complete their required courses and credits within the regulated limit of years. They must also comply with the graduation eligibility requirements set by their department, institute, and degree program, as well as all University-stipulated graduation requirements (multidisciplinary specialization courses; multidisciplinary micro-courses; English abilities; IT abilities; practical abilities; etc.). When a student meets all the aforementioned requirements, an undergraduate degree, master's degree, or doctoral degree diploma shall be conferred upon the student, in accordance with their department, institute, and degree program.

The degree diploma for a student in a post-undergraduate program

shall note the words “Post-Undergraduate Program”.

The degree diploma for a student in a post-undergraduate diverse specialization empowerment program shall note the words “Post-Undergraduate Diverse Specialization Empowerment Program”.

The time for undergraduate degree diploma conferral shall be January for those graduating in the first semester, and June for those graduating in the second semester (including summer session).

The time for master’s and doctoral degree diploma conferral shall be January for those graduating in the first semester, and June for those graduating in the second semester. For a student who does not take any courses during the semester in question, their conferral time shall be the month in which they deliver their dissertation/thesis.

Guidelines regarding graduation eligibility review procedures shall be separately formulated.

Article 44 For undergraduate degrees and bachelor’s degrees taken in any department’s continuing education program, the period of study shall be four academic years. If the student is unable to complete the required credits within the period of study, the student may extend their period of study by one semester to two academic years; a student doing a double major may extend their period of study by one additional academic year.

For a student pursuing a bachelor’s degree in a two-year in-service program, the period of study shall be two academic years. If the student is unable to complete the required credits within the period of study, the student may extend their period of study by one semester to three academic years; a student doing a double major may extend their period of study by one additional academic year.

Article 45 For a post-undergraduate second major undergraduate program, the period of study shall be one to two academic years. If a student is unable to complete the required credits within the period of study, the student may extend their period of study by one semester to one academic year.

For a post-undergraduate program, the period of study shall be one to two academic years. If a student is unable to complete the required credits within the period of study, the student may extend their period of study by one semester to two academic years.

For a post-undergraduate diverse specialization empowerment program, the period of study shall be one to four academic years. Such a student shall not apply for an extended period of study.

Article 46 For a master's degree graduate student, the period of study shall be one to four academic years; for a doctoral graduate student, the period of study shall be two to seven academic years. An in-service student may extend their period of study by one academic year. Determination of in-service student status shall be primarily in accordance with status when taking the entrance examination.

If a student's degree examination grades do not pass but their period of study has yet to expire, the student may retake the examination in the next semester or next academic year; a maximum of one retake is allowed. If the student's retake grades still do not pass, the student shall be withdrawn from studies. If the period of study has expired and the student has not yet passed the degree examination, the same shall apply.

If the University discovers that there is plagiarism, cheating, or other such matters in the dissertation/thesis for an already-conferred master's or doctoral degree, and the matter is confirmed via investigation to be true, the degree shall be revoked; any already-issued degree diplomas shall be cancelled and recovered. Other universities/colleges and the competent authority (organization) shall also be notified of the revocation and cancellation.

Regulations regarding graduate student degree examinations shall be separately formulated, and shall be reported to the Ministry of Education for recording.

Article 47 If a student from any department in an undergraduate or continuing education undergraduate program complies with the application standards in the Regulations for Early Graduation When Pursuing an Undergraduate Degree, the student may apply to graduate one semester or one academic year early.

When a draftee applies for early graduation, they need not be subject to the restrictions in the previous Paragraph, but they must have completed the required courses and credits, and must comply with the graduation eligibility requirements set by their department, institute, and degree program, as well as all University-stipulated graduation requirements.

A student who proposes to apply to graduate one semester early in accordance with Paragraph 1 shall submit their application to do so before beginning the first semester of their fourth year in school. A student who proposes to apply to graduate one academic year early shall submit their application to do so before beginning the second semester of their third year in school.

A student who applies for early graduation in accordance with Paragraph 1 shall submit their application to do so in accordance with the University calendar; applications submitted after the deadline shall not be accepted.

Regulations regarding early graduation when pursuing an undergraduate degree shall be separately formulated, and shall be reported to the Ministry of Education for recording.

Article 48 When a University student has a Mental/Physical Disability Manual, or has a mental/physical disability educational placement from the Special Education Student Identification and Educational Placement Committee, the student may extend their period of study by a maximum of four academic years.

For reasons of pregnancy, childbirth, or looking after one or more children aged three or younger, a student may extend their period of study by a maximum of two academic years.

Article 49 A student in the same year and type of school who has graduated from (completed) the equivalent of the second year of high school in a foreign school must make up at least 12 credits before graduation; only then may they have graduation eligibility. Make-up credits shall not be counted among graduation credits.

If a student has completed preparatory courses in a local university while in a foreign country, in courses opened by the University in the foreign country, or at the Academy of Preparatory Programs for Overseas Chinese Students, then when approved by the General Education Center, the student may be exempt from taking such credits.

Chapter XIV Leaving the University

Article 50 When a student suspends their studies, withdraws from studies (with grades from having completed at least one semester at the University) or graduates, the student must submit an application for processing to leave the University. Only once the student's leaving is approved by all organizations shall the University issue related certifying documents.

Chapter XV Additional provisions

Article 51 If a student who meets the graduation eligibility becomes involved in a gender-related incident on campus, where a Gender Equality Education Committee investigation is ongoing, then in accordance with a resolution from the Gender Equality Education Committee, once written notice is given to the Office of Academic Affairs, issuance of

the degree diploma shall be postponed.

- Article 52 In order to help a student suffering a sudden, major disaster to study with peace of mind, their department and institute shall submit an application, on a case-by-case basis and in accordance with the Ministry of Education's Handling Principles for Junior Colleges and Institutions of Higher Education in Maintaining the Right to Education of Students Suffering Sudden, Major Disasters, to the Administrative Meeting; once the application is approved by the Administrative Meeting, the regulations in this Charter may be applied leniently to said student.
- Article 53 When the University's off-campus programs are prison or military base programs, the regulations below shall apply:
1. When an off-campus program student cannot attend class at their originally-approved program course location as a result of release from prison, parole, discharge, early separation, or transfer, the student may apply on a case-by-case basis for approval to transfer to a different program.
 2. When an off-campus program student cannot attend class at their originally-approved program course location as a result of being moved (transferred) to a different prison, and the student cannot attend class via any other method, the student shall be withdrawn from studies.
- Article 54 Any matters not covered in this Charter shall be handled in accordance with the University Act, its Enforcement Rules, other related education laws, and the University's regulations.
- Article 55 After this Charter is approved by the Administrative Meeting and the University Affairs Meeting, it shall take effect from the day it is announced, and shall be reported to the Ministry of Education for reference. The same shall apply to any amendments.