

# Yuan Ze University Study Regulations

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## Part 1—General Principles

1. These regulations are provided in accordance with the University Act and its Enforcement Rules as well as the Degree Conferral Law established by the Ministry of Education to meet the actual needs of Yuan Ze University (hereafter, ‘the University’). Matters related to admission, minor study in the University or other universities, double major, program taken, interuniversity course enrollment, student status retention, university transfers, department (group) transfers, program transfers, suspensions, dropouts, disciplinary dismissal, grade assessment, change of major, change of program, credit exemption and summer session course, adoption and recognition of foreign academic credentials (including Mainland China), treatment of student enrollment status relating to military service and overseas study (including Mainland China), dual enrollment shall be administered in accordance with these regulations.

Program rules under these regulations are applicable only to degree programs.

## Part 2—Bachelor’s Degree for all Departments (Colleges and Programs)

### Chapter 1 Admissions

2. The University shall recruit freshmen-year students for all departments (colleges and programs) and second/ third-year transfer students (with limited vacancies) into its undergraduate programs through open recruitment processes before the beginning of every academic year. Student recruitment regulations shall be established separately.
3. Those who have graduated from a public senior high school, an accredited private senior high school, or an institution of equal standing, or those of high school equivalent educational level who are admitted to YZU through open admissions may enroll in the University’s undergraduate programs at the freshmen-year level.
4. Deleted
5. All freshmen and transfer students newly admitted shall complete the enrollment process on the designated date of registration. Those who fail to do so shall be disqualified from admission.
6. Newly admitted students who fail to complete the enrollment process for reasons of serious illness or other special reasons shall apply to retain their admission status prior to registration with written applications and submission of relevant documents approved by the University. The period for the students to reserve their admission status is limited to one year (except for the military service) and no fees will be charged during the period wherein their admission status is reserved.
- 6-1. Newly admitted students who apply to retain their admission status due to participation in the “Youth Education and Employment Savings Account Program”, or who apply for suspension of study after admission, shall provide relevant proof. The period is limited to three years and is not included in the calculation of the originally scheduled period for the student status retention or suspension of study.
7. Upon enrollment, freshmen and transfer students shall take the University’s health checkup, complete and submit relevant documents such as the form of student status and basic information and so on.
8. Newly admitted freshmen and transfer students shall submit proof of their academic qualifications at the time of registration. Students who fail to do so shall be disqualified from admission, except for those who have been approved to defer the submission of their academic credentials with a valid reason.
9. If the documents presented by a freshmen or transfer student are found to be counterfeited, impersonated or forged, the student shall be disqualified from 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 graduation, the diploma must be returned upon request and the University shall revoke the student’s degree and announce the revocation of their status as a graduate of YZU.

## Chapter 2 Fees, Registration and Course Selection

10. Students shall pay all fees by the designated deadline of every semester and complete all matters required for registration. Undergraduate students applying for an extended term of study must pay either the credit fee or full tuition and fees: credit fee only for courses under 9 credits (except credits for the teacher education program) but full tuition and fees for courses of 10 or more credits.  
Students who suspend or terminate their studies after registration shall apply for a refund for each payment they made in accordance with Article 15 of "Procedures for Junior Colleges and Above Tuition and Miscellaneous Fees Collection" established by the Ministry of Education.
11. Freshmen and transfer students who fail to complete the registration process within the designated deadline shall be deprived of their admission status unless they have applied for enrollment deferral due to the student status retention; other students who fail to do so shall be dismissed from the University unless they have applied for enrollment deferral or a suspension of their studies. The time limit for enrollment deferral is two weeks after the semester begins which does not apply to cases approved for enrollment deferral due to justifiable cause.
12. Students must select courses in accordance with the relevant regulations of the course selection. The University may open summer session courses to meet its teaching needs and may allow students to select courses from other universities to make full use of teaching resources for interschool cooperation. Rules for summer session courses and interuniversity course selections shall be established separately. These rules shall be implemented after being approved by the Academic Affairs Meeting, and reported to the Ministry of Education for future reference.
13. Undergraduate students of all departments shall not take less than 16 credits or more than 25 credits of courses each semester from their first to third academic year; they shall not take less than 9 credits or more than 25 credits of courses each semester in their fourth academic year. However, under special circumstances, the minimal credit requirement can be lowered with the consent of the department/college/program chairperson. Except for exchange students, students shall still take at least one course each semester (excluding physical education, service learning, and zero-credit courses); those students who violate this rule shall be forced to drop out of the University. Students with an average score of 80 or more during the semester may take additional courses for not more than 6 credits in the following semester with the approval of the department/college/program chairperson. For those who are taking credit programs, minors, double majors, men born after 1994 who apply for flexible study projects and teacher education programs, with the approval of the department (college, program), they can select up to six additional credits each semester. The total number of additional credits selected is still capped at six credits.  
Students may take the same course they have already passed for once only. The score and credit will be calculated separately, but only counted once in the required credits for graduation.
14. All adding or dropping of courses must be completed within the stipulated deadline announced by the University. No requests for adding or dropping of courses shall be processed after the deadline.
15. Students may not select courses with conflicting time schedules; those found to do so shall drop one of the courses, otherwise the scores of the courses will be considered as zero.

## Chapter 3 Examinations, Course Credits and Grades

16. There are three types of examinations at the University in addition to the entrance examination and transfer examination:
  1. In-class examination: Held by teachers at any time in class.
  2. Mid-term examination: Held during a specified time in the middle of the semester.
  3. Final examination: Held during a specified period at the end of the semester.
17. Assessment: The calculation of scores follows a percentage system: the maximum grade is 100 marks, and the lowest passing grade is 60 marks.
  1. Courses of a special nature may be graded with a letter grading system or pass/fail system.

The cross reference of letter grading system, percentage system and GPA is as follows:

Letter grading system	Percentage system	GPA
A	80 or higher	4
B	Over 70 but under 80	3
C	Over 60 but under 70	2
D	Over 50 but under 60	1
E	Under 50	0

2. Types of students' academic results:
  - 17.2.1 Semester grade average: divide the sum of the integrated scores (excluding summer courses) by the total number of credits taken during the semester.
  - 17.2.2 Academic year grade average: divide the sum of the integrated scores (excluding summer courses) by the total number of credits taken during the academic year.
  - 17.2.3 Over-the-year grade average: divide the sum of the integrated scores (excluding summer courses) by the total number of credits taken over the years.
  - 17.2.4 Graduation grade of bachelor's degree: divide the sum of the integrated scores (including summer courses) by the total number of credits taken of all semesters.
  - 17.2.5 Graduation grade of master's and doctoral degree: divide the sum of the integrated scores (including summer courses) by the total number of credits taken of all semesters, and then average with the grades of degree examinations.
3. GPA calculation for graduation grades: GPA is calculated by dividing the total amount of grade points earned by the total number of credits taken.
18. No correction of student academic results is allowed after academic results are handed out to the Registration Section by instructors. Students who have doubts about their academic results may make a written inquiry to the Registration Section within one semester of receiving the grade notification. If a grade correction is needed, the course instructor shall fill out Academic Result Correction Request Form and attach relevant documents. After being signed by the chairperson of the student's department/college/program, the chairperson of department/college/program giving the course, and the dean of college giving the course (director of the General Education Center for general education courses), it shall be submitted to the Office of Academic Affairs for review. The correction will take effect after being approved by the Dean of Academic Affairs. However, cases involving correction of academic results for unclear reasons, with disputes, or the correction will affect whether the student will be dismissed, shall be discussed at the Academic Affairs Meeting before a decision is made.
19. Students found to have cheated on an examination shall be given a grade of "0" for the examination and subject to further disciplinary actions in accordance with the University's regulations.
20. Students who fail any courses in any semester shall not receive any make-up exams for the failed courses and shall retake compulsory courses. Make-ups for the final exam shall be scheduled before the end of a semester and shall be given only once; students who miss their make-up examination shall not be given a second make-up exam.
21. Students who enroll in a course that requires a full academic year to complete but fail a first-semester course with a score of 40 or higher can still continue taking the course in the second semester. The second-semester grade will be recognized if students earn a passing grade; students who fail the first-semester course shall retake that course and earn a passing grade.
22. Students who are unable to take the final examination due to severe illness or the death of a family member must submit relevant documents and apply for a leave of absence in accordance with the University's regulations. The make-up exam shall be given after being approved by the course instructor.
23. The University adopts the system of academic years and course credits. Undergraduate students are expected to complete their studies within four years, which can be extended for no more than two years. The minimum requirement for graduation is 128 credit hours, and students must complete all required (compulsory) courses of their major before the graduation. The minimum duration of study for the university's post-baccalaureate program is one year and may be extended by up to two additional years. To be eligible for graduation, students must complete a minimum of 48 credits, including all required courses.  
Students who have completed the required credits for graduation of all departments/colleges/programs

but have not completed the credits required by the credit program, minor, double major or teacher education program may apply for an extended study. Students who take the credit program, minor, or teacher education program may apply for an extended study for not more than two years. Students of double major may apply for an extended study for not more than three years. The period of extended study will be included in the term of study mentioned at the beginning of this article. During their studies, under one of the following circumstances, students may apply for an extended study for four years:

1. A student with a disability ID card.
  2. A student who has been verified by a municipality-, county-, or city-level Special Education Students Diagnosis and Placement Counseling Committee as exceptional students that require academic placement.
  3. Pregnant, in labor, or having to raise one or more children aged three or younger with the relevant documentation.
24. The period of study for students who transfer into a second-year class at the University is three years which can be extended for a term of two years, and within the period the students shall earn at least 88 credits. The period of study for students who transfer into a third-year class at the University is two years which can be extended for a term of two years, and within the period the students shall earn at least 50 credits. Students may apply for a credit exemption according to the University's Credit Exemption Regulations which shall be established separately. These regulations shall be implemented after being approved by the School Council Meeting.
25. All courses are calculated in credit hours. Each course must not be less than 18 weeks every semester. A course that is taught for 1 hour per week per semester is counted as one credit. Practical training or laboratory courses shall be taught two to four hours per week for each credit.

#### Chapter 4 Absence, Truancy and Leave

26. Students who are unable to attend classes must apply for a leave of absence in accordance with the relevant regulations. Once approved, their absence shall be registered as an accepted leave of absence; if no application has been filed, or if the application was denied, any absence from class shall be registered as truancy. Truancy for one hour is considered as absence for two hours.
- If a student's absences in a course reach one-third of the total instructional hours for the semester, the instructor may notify the Office of Academic Affairs to disallow the student from taking the final examination for that course. The grade for the course will be recorded as zero.
27. Students who fail to attend classes due to particular reasons shall apply for a leave of absence in accordance with the University's regulations which shall be established separately.

#### Chapter 5 Minor, Change of Major, Double Major, and Double Degree

28. Students of all departments/colleges/programs may apply for a minor from other departments/colleges/programs of the University or other universities beginning from their second year of study with the approval of the University.
29. Students of all departments/colleges/programs with excellent academic performance may apply for a double major from other departments/colleges/programs of the University or other universities whose curriculum differs from their original departments.
30. Regulations relating to students taking minors or double majors shall be established separately. These regulations shall be implemented after being approved by the Academic Affairs Meeting.
31. Deleted
32. Students who are not interested in the department/college/program to which they are enrolled may apply for a change of major. Regulations relating to change of major shall be established separately. These regulations shall be implemented after being approved by the Academic Affairs Meeting.

33. Students may take double degree at the University and a domestic or foreign university at the same time with the University's approval. Regulations relating to students taking double degree shall be established separately. These regulations shall be implemented after being approved by the Academic Affairs Meeting.
34. Deleted
35. Deleted

#### Chapter 6 Suspension, Reinstatement, Transfer and Dismissal

36. Students meet one of the following conditions shall be required to suspend their studies:
  1. Students who have been absent for over one-third of the semester's total class hours.
  2. Students who are sanctioned by a competent health authority for certain restrictions to prevent and control infectious diseases.
  3. Registered students whose total selected credit hours are less than the minimum number required without getting the approval from the department/institute/program chairperson.
  4. Students who violate the school rules.
37. Students may apply for suspension of studies due to personal reasons. The University may approve the length of suspension for one semester or one academic year and it can be extended for one more year. Students who have not reinstated after the period of suspension expires will be considered as dismissal. If a student's maximum period of suspension has come to an end but, due to a serious illness or any other serious reasons, he or she must apply for another suspension of studies, then his or her period of suspension may be extended for another one year. From the start of the final exams each semester, students are not allowed to apply for suspension for that semester. Students who are required to do their military service must submit the photocopy of a draft order to the University to apply for an extension of the suspension, and may apply for reinstatement to the University with a certificate of discharge upon completion of military service. The period in which a student does his military service or during a student's pregnancy does not count towards his maximum period of suspension of studies. For students who have existing grades of the semester when suspension was granted, these grades shall be null and the duration of leave is excluded from the term of study.

Regulations relating to reservation of admission qualification and application for suspension shall be established separately and these regulations shall be implemented after being approved by the Academic Affairs Meeting.

38. Deleted
39. Students taking an extended study must apply for suspension of studies when they plan to take their military service earlier. Failure to do so will be considered as failure in registration.
40. Students who are found to be in one of the following conditions shall be dismissed from schooling:
  1. Students who fail to complete the registration process without an acceptable excuse according to Article 11 and fail to obtain an approval for suspension within the designated period.
  2. Students who have been found, upon review, to have been ineligible for admission.
  3. Students who commit a major violation, as disciplined by the University.
  4. Students with failing grades in Conduct.
  5. Students who fail to complete the required courses and credit requirements of their department/institute/program at the expiration of the maximum duration of study or an extended study of two years (varied rules for the graduate school).
  6. Students who fail to apply for reinstatement after the suspension of studies has come to an end, or who failed to request approval for a further suspension of studies.
  7. Deleted
- Students who are found to be in one of the following conditions shall be given a disciplinary dismissal:
  1. Students who enrolled to the University with borrowed, impersonated, counterfeited, or tempered academic certificates.
  2. Students who are found cheating in the entrance examination or convicted of imprisonment.
  3. Students who break the University's rules and thus shall be given a disciplinary dismissal.The University shall notify the student or his/her guardian to complete the procedures within the designated period when he/she is given a disciplinary dismissal.
41. Students whose suspension of studies has ended must complete the reinstatement procedure prior to

the registration of each semester. Reinstated students shall continue their studies in their original department in the corresponding subsequent year. Reinstated students who applied for suspension in the middle of a semester shall continue their studies in the original year level at the time of suspension. Continuing the studies beginning from the middle of the semester must not be allowed. If the original department/institute/college/program has been altered or shut down, the college to which the original department belongs shall guide the students to continue their studies at an alternative department/institute/college/program with the approval of the Dean of Academic Affairs.

42. Students must not request for a make-up exam upon the time of reinstatement if they are approved for suspension prior to the end of the semester.
43. Students who apply voluntarily for transfer into another university, withdraw from the University, or students who are dismissed, shall be given a formal agreement to transfer or a certificate of studies if they completed one semester at the University and received their grades for the semester. No certificate of any documentary proof of studies will be issued in one of the following conditions:
  1. Students who are ordered to withdraw from the University due to unqualified admission or transfer.
  2. Students who are given a disciplinary dismissal.
44. When students apply for voluntary withdrawal, a written proof from the parent or guardian is required (those who meet the age requirement for adulthood according to the civil law are exempt). With the approval of Dean of Academic Affairs and the completion of the leaving procedures, students can apply for a certificate of study. Students who have completed more than one academic year and have withdrawn from school, except for those who fail in Conduct, can be admitted again through transfer examinations according to their qualifications.

A student who is ordered to withdraw from the University based on relevant rules can bring forth an appeal according to the University's procedures of the student appeal system. Before the results of the appeal are confirmed, the original disciplinary action shall be enforced. Those appellants who are currently enrolled shall continue their academic studies during the appeal period.

If the appeal is not processed and resolved as an administrative remedy, the appellant is eligible to file a plea or an administrative lawsuit according to related rules. Should the original discipline be ruled as being illegal or inappropriate by the superior competent authorities or the court, it shall be altered. If the disciplinary action of dismissal is altered, those who are unable to personally apply for reinstatement within the designated period due to special circumstances shall complete the relevant procedures under administrative assistance from the department and the Office of Academic Affairs. For military draftees who have been enlisted and are unable to return to school, their student status shall be retained. After they are discharged from the military, they are given priority to return to school. The students must submit the applications of suspension for the relevant period before reinstatement.

The date of study as appeared in the certificate of study will be the original date of disciplinary action when the results of appeal, plea and administrative lawsuit remain unchanged. However, a certificate will be issued for the credits they have completed during the appeal period.

## Chapter 7 Graduation and Degree

45. Students who have completed the term of study, all required courses and credit hours for graduation of a department/college/program (including two years of Physical Education) with a passing grade of Conduct for all semesters, they will be awarded the diploma as well as the bachelor's degree. In addition to meeting each requirement, foreign, Hong Kong, and Macau undergraduates of the University whose graduating grades and schools are equivalent to second grade of senior high school in Taiwan shall earn 12 more course credits required for graduation if they applied for the University's admission as applicants of equivalent educational levels. Accordingly, each department shall plan its curriculum with designated courses to meet the requirement.

For students having completed the term of study and passed all required courses, if he or she is involved in any incident of sexual assault, sexual harassment, or sexual bullying, and his or her graduation period is due before the University completes its investigation process, the issuance of the student's diploma may be deferred.

46. Students who have distinguished academic performances and meet relevant requirements may apply for an advanced graduation. Regulations relating to advanced graduation shall be established separately. These regulations shall be implemented after being approved by the Academic Affairs Meeting, and reported to the Ministry of Education for future reference.

47. Students who have completed the required credits of a department/college/program one year or one semester prior to the end of the period of study but are not qualified for an advanced graduation must complete the registration during the year or semester. The required number of credits they must complete is determined by the department/college/program chairperson pursuant to Article 13.

### Part 3-Graduate studies

#### Chapter 1 Admission

48. Students who have graduated with a bachelor's degree from a domestic accredited university or from an independent institution that meets the criteria for overseas university (including Mainland China) or independent institution set by the Ministry of Education; or students who have the equivalent education qualification; may enroll to the first year of the master's program of the University after being accepted according to statutory procedures.

Students who have graduated with a master's degree from a domestic accredited university or from an independent institution that meets the criteria for overseas university (including Mainland China) or independent institution set by the Ministry of Education; or students who have equivalent education qualification; may enroll to the first year of the doctoral program of the University after being accepted according to statutory procedures. However, potential undergraduate students who have just completed their undergraduate study or potential graduate students studying the master's program may directly apply for the doctoral program, provided they have excellent performance in their study. Regulations relating to Direct Admissions into Doctoral Program shall be established separately and these regulations shall be implemented after being approved by the School Council Meeting. Other items relating to the admission of graduate students are subject to Articles 6-9 of these Regulations.

#### Chapter 2 Fees, Registration and Course Selection

49. Graduate students must pay the tuition and fees according to Articles 10 and 11 of these Regulations.  
50. Graduate students may select courses according to Articles 12-15 of these Regulations and the rules of individual departments, institutes, colleges and programs.  
51. The required credits for graduate programs of each semester are subject to the decision of individual departments, institutes, colleges and programs.

#### Chapter 3 Period of Study, Course Credits and Grades

52. The period of study for full-time students enrolling to the master's program and doctoral program is 1 to 4 years and 2-7 years respectively. Part-time students who are unable to complete the courses or finish their theses or dissertations within the said periods of study may apply for an extended study of not more than 2 years. The status of part-time student is subject to the status of students during the admission, provided that the students must have been enrolled to either program in academic year 1997 and are still studying their programs and new students enrolled to either program as from the first semester of academic year 1998. **During their studies**, a student who is pregnant or raising a child under the age of three years old may apply for an extended study of not more than 2 years.
53. Graduate students enrolling to the master's program must complete at least 24 credits of courses/modules, excluding the credits for graduation thesis.  
Graduate students enrolling to the doctoral program must complete at least 18 credits and graduate students enrolling to the doctoral program through Direct Admissions into Doctoral Program must complete at least 30 credits of courses/modules (including a maximum of 12 credits they have completed in the master's program), excluding the credits for the dissertation. An increase of the required credits for graduation must be determined at relevant department, institute, college and program meetings and implemented after being approved by the Academic Affairs Meeting.
54. The calculation of academic results of graduate students are subject to Article 17 of these Regulations, provided that 70 marks or a C is the passing grade.  
Grades of academic results:

A: 85 marks or higher    B: 75-84 marks    C: 70-74 marks    F: 70 marks or below

The academic results of graduate students taking foundational courses of the undergraduate programs will be expressed in Pass or Fail, and the credit points of such courses/modules will not be considered in their academic results.

Other items relating to the academic results of graduate students are subject to Articles 18-20 of these Regulations.

- 55. Rules for assessing Conduct of graduate students are specified in the Student Affairs Regulations.
- 56. Degree Examination for graduate students shall be implemented in accordance with the University's master's and Ph.D. degree examination regulations, the stipulations of which are established separately and are approved by the Academic Affairs Meeting before being filed for reference with the Ministry of Education.

#### Chapter 4 Suspension, Reinstatement and Withdrawal

- 57. The reservation of admission qualification, suspension from schooling, reinstatement and punishment for violation of school rules of graduate students are subject to Part 2 of these Regulations.
- 58. Graduate students who have completed years of study but have not completed all the required courses or credits, or who have not passed the degree examination specified in the University's rules for degree examination shall be ordered to withdraw from the University.

#### Chapter 5 Double Degree

- 59. Graduate students may take double degree at the University and a domestic or foreign university at the same time with the University's approval according to Article 33 of these Regulations.
- 59-1. Students who are not interested in the department (program) to which they are enrolled may apply for a change of major. Regulations relating to change of major shall be established separately. These regulations shall be implemented after being approved by the Academic Affairs Meeting.

#### Chapter 6 Graduation and Degree

- 60. Graduate students who have completed all required courses and credits, have passed the degree examination specified in the University's rules for degree examination, and with a passing grade of Conduct for all semesters, are allowed to graduate and awarded a diploma. For students having completed the term of study and passed all required courses, if he or she is involved in any incident of sexual assault, sexual harassment, or sexual bullying, and his or her graduation period is due before the University completes its investigation process, the issuance of the student's diploma may be deferred.

### Part 4—Studentship Management

- 61. The full name, native place and date of birth of students recorded in the student status data shall match those recorded on the ROC Citizen Identity Card (or passport). Any mismatch of information in the admission documentation with the ROC Citizen Identity Card (or passport) shall be corrected immediately.
- 62. In the event of a discrepancy or inconsistency in student records regarding college, department, graduate institute, years of study, academic performance, registration information, suspension from schooling, reinstatement, change of major, withdrawal, or transfers to different graduate institutes or universities, the information recorded in the original student enrollment and performance records kept by the Office of Academic Affairs shall prevail.

The management of study and studentship of students who go to overseas universities is subject to Yuan Ze University Regulations for Study and Studentship Management of Students Going Abroad. These regulations shall be implemented after being approved by the School Council Meeting.
- 63. Current students and alumni (including those who did not complete their studies) applying for changing their names, native place, or dates of birth must present their household registration transcripts issued by the Household Registration Office to the Office of Academic Affairs for reference.

## Part 5- Supplementary Provisions

64. Supplementary regulations on matters regarding students' application procedures and paperwork referred in these Regulations shall be stipulated separately by the University.
- 64-1. Students recognized by the educational authority for suffering difficulty in their schooling as a result of a disaster are exempt for the following regulations: Article 5, Article 6, Article 10, Article 13, Paragraph 2 and 3 of Article 26-1, Paragraph 1 of Article 36-1, Article 37, Paragraph 5 and 7 of Article 40-1, Article 49, Article 52, Article 57, Article 58. Such regulations shall be formulated separately and adopted by Academic Affairs Meeting before being implemented.
- 64-2. Regulations regarding students working as part-time research or teaching assistant with the primary purpose to help course learning or service learning shall be formulated separately and adopted by Administrative Committee before being implemented. These regulations shall be applicable to such students who may make an appeal, file a claim or other way of petitioning to protect their rights.
65. Matters not covered by the University's Study Regulations shall be conducted in accordance with other educational regulations or pertinent regulations of the University.
66. These regulations are adopted by School Council Meeting, reported to Ministry of Education for ratification and implementation, as shall amendments when they are made.

**The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.**