

Da-Yeh University Academic Regulations

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Chapter 1: General Provisions

Article 1

These Academic Regulations are enacted in accordance with the University Act, the Enforcement Rules of the University Act, the Degree Conferral Act, and other relevant laws and regulations.

Article 2

Matters concerning student admission, tuition and fee payment, registration, course selection, credits, grading, leave of absence, absences, point deduction, change of major, transfer of department or program, minor programs, double majors, suspension of study, withdrawal, reinstatement, transfer from other institutions, scholarships, awards and penalties, graduate degree examinations, maximum study period, graduation, and degree conferral shall be governed by these Academic Regulations.

Students whose studies are disrupted due to major disasters recognized by the competent educational authority shall be handled in accordance with the Guidelines for Safeguarding the Learning Rights of Students Affected by Major Disasters in Institutions of Higher Education issued by the Ministry of Education. The scope and implementation methods of flexible academic measures shall be stipulated separately.

Article 2-1

For male students born in or after 2005 who are subject to conscription for active military service starting from January 1, 2024, flexible study measures for four-year undergraduate programs shall be stipulated separately and submitted to the Ministry of Education for record and reference.

Chapter 2: Admission and Student Status Management

Article 3

Individuals who have graduated from a public or accredited private senior high school or an equivalent institution, or who possess qualifications for university admission of an equivalent academic level as prescribed by law, and have been admitted through an entrance examination, are eligible to enroll in the first year of a bachelor's degree program at this university. The university also accepts overseas Chinese students who have graduated from senior high schools or equivalent institutions.

Applicants seeking admission to a post-baccalaureate program or a Post-Baccalaureate Multidisciplinary Empowerment Program must hold a bachelor's degree or higher from a university or independent college accredited by the Ministry of Education in Taiwan, or from an overseas university or independent college recognized by the Ministry. The provision for equivalent academic qualifications does not apply to these programs. Male applicants must have completed their compulsory military service or be exempt from such obligation. Those admitted through entrance examinations are eligible to enroll in a bachelor's degree program at this university.

Article 4

Individuals who have obtained a bachelor's degree from a public or accredited private university or independent college in Taiwan, or from an overseas university or independent college recognized by the Ministry of Education, or who possess equivalent academic qualifications, and have been admitted through this university's master's program entrance examinations, are eligible to enroll in a master's program at this university.

Applicants admitted through the master's program recommendation process who meet the admission qualifications may apply for registration and enrollment one semester in advance.

Article 5

Students who have discontinued their studies for more than one year at a domestic public university or an accredited private university or independent college, and who have obtained a certificate of study from their original institution, or who have graduated from a junior college and passed the transfer examination of this university, may be admitted to the corresponding year level of a bachelor's program.

Credits earned from previously passed courses before admission may be exempted in accordance with the university's Credit Transfer Regulations. Advancement in year level may also be granted, subject to separate regulations.

Article 6

International students may apply for admission in accordance with this university's International Student Admission Regulations. These regulations shall be separately stipulated and implemented upon approval by the Ministry of Education.

Article 6-1

Dual degree programs between this university and overseas universities or colleges shall be conducted in accordance with the Implementation Guidelines for Dual Degree Programs with Institutions in Foreign Countries, Mainland China, Hong Kong, and Macao. These guidelines shall be separately stipulated.

Article 7

Applicants must hold a master's degree from a domestic university or independent college accredited by the Ministry of Education, or from an overseas university or independent college recognized by the Ministry. Those possessing equivalent academic qualifications may also be considered. All applicants must pass this university's doctoral program entrance examination.

Applicants admitted through the doctoral program recommendation process who meet the admission qualifications may apply for registration and enrollment one semester in advance.

Article 8

Master's students at this university who meet the qualifications for direct admission to a doctoral program may apply accordingly. The regulations governing such applications shall be stipulated separately.

Article 9

All entrance examinations of this university shall be held prior to the beginning of each academic year. The admission regulations shall be stipulated separately and submitted to the Ministry of Education for approval.

With the university's approval, students may concurrently hold student status at other educational institutions during their period of study.

Article 10

Newly admitted students shall personally complete the enrollment procedures at the university by the designated date. Those who are unable to do so due to illness, family emergencies, delays in visa processing, or other force majeure circumstances shall submit relevant supporting documents to the university to apply for a deferral. Students who have obtained prior approval for such leave may defer their enrollment. Failure to apply for deferral or failure to complete enrollment within the approved extension period shall result in the revocation of admission eligibility.

Newly admitted students who meet any of the following conditions may apply to retain their admission eligibility by submitting supporting documents before the registration deadline:

1. Pregnancy or Childbirth: Students may apply to retain their admission eligibility based on the actual circumstances of pregnancy or childbirth, for a period not exceeding one year.
2. Childcare Responsibilities: Students caring for children under the age of three may apply to retain their admission eligibility for up to three years.
3. Military Service: Students may retain their admission eligibility until the completion of mandatory military service.
4. Participation in the Youth Education and Employment Savings Account Program: Students participating in this program may retain their admission eligibility for up to three years.

Students who have retained their admission eligibility under the preceding provisions shall complete registration and enrollment by the registration deadline of the semester immediately following the expiration of the retention period. Failure to do so shall result in the cancellation of their admission eligibility.

Article 11

Upon enrollment, the University shall establish a student record for each new student, which shall include the following information: student ID number, full name, National Identification Number (for

international students, the Resident Certificate or passport number), gender, date of birth, mailing address, household registration address, contact number, nationality, educational background upon admission, admission category, month and year of admission, admission channel, academic system, department, graduate institute, division, or degree program of admission, as well as the student's photograph taken at the time of admission. Male students subject to conscription shall additionally submit a "Male Student Military Service Information Form" at the time of registration, in accordance with relevant regulations.

During the period of study, the student's academic record shall include the following: academic system, department, graduate institute, division, or degree program, class, year level, courses and corresponding credits, all grades (including results of degree examinations), registration, change of major, transfer, minor, double major, academic program, leave of absence, reinstatement, withdrawal, month and year of graduation, degree conferred, approved student status, and the names, contact numbers, and relationships of parents or guardians. These records shall be based on the University's original registration and academic record documents.

The personal data and academic records mentioned in the preceding two paragraphs shall be properly archived and permanently preserved.

The principles, recognition procedures, and other matters regarding the verification of overseas academic credentials shall be handled in accordance with the relevant regulations of the Ministry of Education.

Article 12

A student's admission shall be revoked, and no documents related to academic study shall be issued, under any of the following circumstances:

1. Ineligibility for Admission or Transfer: The student does not meet the qualifications required for admission or transfer.
2. Entrance Examination Misconduct: The student is confirmed by the University to have engaged in cheating or other fraudulent behavior during the entrance examination.
3. Use of Fraudulent Credentials: The student gains admission through impersonation or by using forged, falsified, or altered academic credentials or proof of employment.

If any of the above circumstances are discovered after graduation, the student shall be ordered to return the diploma, and the University shall publicly revoke the student's graduation status.

Article 13

For newly admitted students, their name, date of birth, and National Identification Number shall be identical to those stated on their official identification card. Any discrepancies between the admission documents and the identification card shall be corrected immediately.

Current students and graduates who wish to amend their name, date of birth, National Identification Number, or other personal information shall submit relevant supporting documents. Such amendments shall be verified and approved by the Office of Academic Affairs before being officially updated.

No student shall alter their registered name or personal information in the University's academic records without completing the legally required procedures.

Chapter 3: Fees, Registration, and Course Selection

Article 14

Students shall pay all required fees before the beginning of each semester in accordance with University regulations in order to complete the registration process. Those who fail to register by the deadline and do not pay after notification shall be deemed unregistered and shall be expelled.

Students enrolled in the Post-Baccalaureate Multidisciplinary Empowerment Program are not subject to a minimum credit requirement per semester and are not required to apply for a leave of absence. However, they must still pay all required fees each semester in accordance with regulations to complete the registration process. Those who fail to register by the deadline and do not pay after notification shall be deemed unregistered and shall be expelled.

Article 15

Students who fail to complete the registration process within the period specified in the registration guidelines, except those who have been approved for a leave of absence, shall be handled as follows:

1. **Deferred Registration:** Students who are unable to complete registration by the deadline due to special circumstances shall submit relevant supporting documents and apply to the Office of Academic Affairs for deferred registration before the start of the semester. The deferral period shall not exceed two weeks from the beginning of the semester. Students who fail to register within the approved period or without approval shall be deemed unregistered and shall be expelled.
2. **Installment Payment:** Students who are unable to pay tuition and miscellaneous fees in full and are ineligible for student loans may apply for installment payment in accordance with the University's regulations. Those who fail to pay within the approved installment period or without approval, even after notification, shall be deemed unregistered and shall be expelled.
3. **Student Loans or Tuition Waivers:** Students whose applications for student loans or tuition and fee waivers are denied after eligibility review must pay the outstanding fees within two weeks of receiving the notice of disqualification. They may also apply for an installment payment as described above. Failure to pay within the prescribed period shall result in being deemed unregistered and expelled.

Article 16

Students shall select courses in accordance with the regulations of their respective department, graduate institute, or degree program, and in compliance with relevant course selection guidelines.

Article 17

The regulations governing the number of credits that students must take each semester are as follows:

1. Day Division Undergraduate Students:

In the first, second, and third academic years, students shall enroll in no fewer than sixteen (16) and no more than twenty-five (25) credits per semester.

In the fourth academic year, students shall enroll in no fewer than nine (9) and no more than twenty-five (25) credits per semester.

Students whose average grade in the previous semester is eighty (80) or above, or those pursuing a double major or a teacher education program, may apply to take one or two additional courses, provided that the total number of credits does not exceed thirty (30).

2. International Students and Students with Special Learning Needs:

Upon approval by their mentor and department chair, students in the first through third academic years may take a reduced course load, but shall enroll in no fewer than nine (9) credits per semester.

3. Two-Year Technical Program Students:

In the first academic year, students shall enroll in no fewer than sixteen (16) and no more than twenty-five (25) credits per semester.

In the second academic year, students shall enroll in no fewer than nine (9) and no more than twenty-five (25) credits per semester.

Students who meet the criteria for a credit overload may enroll in up to thirty (30) credits.

4. Doctoral, Master's, and In-Service Master's Program Students:

In the first academic year, students shall enroll in no fewer than six (6) and no more than fifteen (15) credits per semester.

In the second academic year, students shall enroll in no fewer than two (2) and no more than fifteen (15) credits per semester.

5. Graduate Students Taking Prerequisite Courses:

Graduate students taking prerequisite or basic courses shall not be subject to the restrictions in Item 4.

Thesis credits may be counted toward the minimum credit requirement and are subject to the maximum credit limit specified in Item 4.

Doctoral and master's students who require additional credits for academic purposes may, with the approval of their advisor, department chair (or institute director), and dean, exceed the maximum credit limit in Item 4; however, the overload shall not exceed six (6) credits.

6. Two-Year In-Service Technical Program Students:

Students shall enroll in no fewer than nine (9) and no more than twenty-five (25) credits per semester.

Students who meet the criteria for a credit overload may enroll in up to thirty (30) credits.

7. Continuing Education Bachelor's Program Students:

In the first, second, and third academic years, students shall enroll in no fewer than eleven (11) and no more than twenty-five (25) credits per semester.

In the fourth academic year, students shall enroll in no fewer than nine (9) and no more than

twenty-five (25) credits per semester.

Students who meet the criteria for a credit overload may enroll in up to thirty (30) credits.

8. Post-Baccalaureate Program Students:

In the first and second academic years, students shall enroll in no fewer than sixteen (16) and no more than twenty-five (25) credits per semester.

In the third academic year, students shall enroll in no fewer than nine (9) and no more than twenty-five (25) credits per semester.

Students who meet the criteria for a credit overload may enroll in up to thirty (30) credits.

9. Post-Baccalaureate Multidisciplinary Empowerment Program Students:

Students may enroll in up to twenty-five (25) credits per semester.

Students who meet the criteria for a credit overload may enroll in up to thirty (30) credits.

10. Two-Year In-Service Special Program Students:

Students shall enroll in no fewer than nine (9) and no more than twenty-five (25) credits per semester.

Students who meet the criteria for a credit overload may enroll in up to thirty (30) credits.

11. Students in the Two-Year College Program under the “Program for Promoting International Students to Study and Stay in Taiwan – International Industrial Talent Education Program (New Model Program)”

Students shall enroll in no fewer than nine (9) and no more than thirty (30) credits per semester.

Students whose study plans have been approved by the central competent authority and authorized by the University President, or those participating in full-time internships or overseas study during the semester, shall not be subject to the above credit limits.

Article 18

Students shall select courses in sequence according to the curriculum prescribed by their department and academic year.

For year-long elective courses, credits shall be granted for the portion of the course completed with a passing grade in one semester.

Graduate students who take and pass the prerequisite or basic courses required by their institute shall have the grade recorded, but no credits shall be awarded.

The passing grade for these prerequisite courses is sixty (60).

Article 19

Course additions and withdrawals shall be completed within the designated period; late applications shall not be accepted.

Grades for courses added without completing the required procedures shall not be recognized.

Courses withdrawn without completing the proper procedures shall be considered not withdrawn.

Students shall not add or drop courses in a manner that causes their total credit load to fall below or exceed the limits set forth in Article 17.

Students shall not enroll in more than one course scheduled at the same time; any courses taken in violation of this rule shall each receive a grade of zero.

Chapter 4: Credits, Examinations, and Grades

Article 20

Students may choose between day and evening courses based on their individual needs. Departments may establish additional regulations as deemed necessary.

Article 21

The University adopts an academic year–based credit system.

Undergraduate students must complete at least 128 credits to earn a bachelor’s degree.

Students enrolled in the two-year in-service bachelor’s degree program must complete at least 72 credits.

Graduate students pursuing a master’s degree must complete at least 24 credits, not including thesis credits.

Graduate students pursuing a doctoral degree must complete at least 18 credits, not including dissertation credits.

Students in a post-baccalaureate program must complete at least 92 credits.

Students enrolled in the Post-Baccalaureate Multidisciplinary Empowerment Program must complete the total graduation and professional course credits required by their respective departments, or at least 48 credits in professional courses.

Students who, after obtaining a bachelor’s degree, acquire certificates of professional course credits in accordance with the Regulations for the Implementation of Extension Education in Institutions of Higher Education, the Regulations for the Implementation of Vocational Continuing Education by Institutions of Higher Education, or the Regulations for the Implementation and Evaluation of Vocational Continuing Education by Vocational Training Institutions, may apply for credit transfer in accordance with the University’s Credit Transfer Policy. After credit transfer, the actual number of credits completed at this University must not be fewer than 12 credits.

Students enrolled in the Two-Year Bachelor’s Degree Program under the Program for Promoting International Students to Study and Stay in Taiwan – International Industrial Talent Education Program (New Model Program) must complete at least 72 credits.

Article 22

Transfer students admitted to the second year must complete at least three academic years at the University.

Those admitted to the third year must complete at least two academic years.

This requirement does not apply to students who are granted advanced standing in accordance with Article 5, Paragraph 2.

Credit transfers for transfer students shall be processed in accordance with the University's Regulations for Credit Transfer.

Article 23

Unless otherwise specified, course credits at the University shall be calculated on the basis of one credit for each hour of class per week over an 18-week semester.

For internship or laboratory courses, two to three hours of class per week may be counted as one credit.

Article 24

A student's academic performance may be assessed by the course instructor in accordance with the principles of diversified assessment.

The specific methods of evaluation shall be determined by the instructor and must be recorded in the course syllabus system prior to the start of the course.

Article 25

Student grades shall consist of two components: academic performance and conduct, both graded on a percentage scale.

1. For undergraduate students, a course grade below 60 shall be considered failing, and no credit shall be awarded.
2. For graduate students, a course grade below 70 shall be considered failing, except for make-up courses (which do not count toward graduation credits). The passing grade for the degree examination is 70.
3. For courses of a special nature, upon review and approval by the departmental and college curriculum committees, the grading system of "P" (Pass) and "F" (Fail) may be adopted. Such courses may be included in the total registered credits for the semester but shall not be counted toward the calculation of the academic average.

The University's Regulations for the Evaluation of Conduct Grades and Regulations for the Assessment of Academic Performance shall be stipulated separately.

Article 26

Undergraduate students who fail a course during the semester may retake it in the **summer session**.

The total instructional hours of the summer course shall be equivalent to those of the original course.

Students who pass the summer session examination shall be awarded the same number of credits.

The subjects offered and the grade records for summer courses shall be handled in accordance with the provisions of Article 29.

Article 27

Students who fail to attend an examination without applying for examination leave, or whose leave has not been approved, shall be regarded as absent from the examination.

The grade for such an examination shall be recorded as zero.

Article 28

Once semester grades have been submitted to the Office of Academic Affairs, they may not be withdrawn. If a grading error occurs due to human oversight (such as omission or incorrect entry), the instructor shall submit a “Semester Grade Correction Application Form” along with relevant supporting documents. The correction must be approved by the offering department and subsequently ratified by the Academic Affairs Council.

Grade corrections shall be processed within the period specified by the Office of Academic Affairs.

If the University Student Appeals Committee determines that a grade correction is required, the instructor shall submit the “Semester Grade Correction Application Form” together with a copy of the committee’s decision directly to the Office of Academic Affairs. Applications not submitted in accordance with the above procedures shall be referred to the Academic Affairs Council for resolution.

Article 29

The methods for calculating semester and graduation grade point averages are as follows:

1. The grade points for each course shall be calculated by multiplying the course credits by the grade earned in that course.
2. The total number of credits shall be the sum of all course credits taken, excluding those evaluated on a “P” (Pass) / “F” (Fail) basis.
3. The total grade points shall be the sum of all individual course grade points.
4. The semester grade point average (GPA) shall be calculated by dividing the total grade points by the total number of credits.
5. The calculation of the semester GPA shall include grades from failed and repeated courses.
6. Credits and grades earned during summer sessions shall be recorded in the academic transcript and included in the calculation of the graduation GPA; however, they shall not be combined with semester GPA calculations.
7. Graduation GPA:

For undergraduate students: the graduation GPA shall be calculated by dividing the total grade points (including summer session credits) by the total number of credits.

For master’s and doctoral students: the graduation GPA shall be the average of the cumulative semester GPA and the degree examination grade, each weighted at **50%**.

All grades mentioned above shall be rounded to two decimal places.

Article 30

A student whose application for examination leave has been approved may be granted a make-up examination.

For undergraduate students, any make-up examination score above 60 shall be counted at 50% of the excess portion.

For graduate students, any make-up examination score above 70 shall be counted at 50% of the excess portion.

However, in the following circumstances, the make-up examination score shall be recorded based on the actual score obtained:

1. The student's examination leave has been approved due to official duties.
2. The student's examination leave has been approved due to the bereavement of a close relative.
3. The student's examination leave has been approved due to pregnancy, childbirth, or the care of a child under three years of age.
4. The student's examination leave has been approved due to a major illness or injury.

Article 31

Undergraduate and graduate students who fail a course during the semester are not eligible for a make-up examination.

If the failed course is a required course, the student must retake it.

Article 32

Students who are approved for examination leave and are permitted to take a make-up examination shall do so within the period specified by the Office of Academic Affairs.

Article 33 (Deleted)

Article 34 (Deleted)

Article 35 (Deleted)

Chapter 5: Leave, Absences, and Grade Point Deduction

Article 36

Students who are unable to attend classes due to personal reasons shall submit relevant supporting documents to apply for leave.

Leave applications must be submitted in advance and in person.

In exceptional circumstances where prior application is not possible, students shall submit relevant supporting documents to complete the leave procedure within one week (including holidays) from the date of returning to class.

The Regulations Governing Student Leave at the University shall be stipulated separately.

Article 37

Students who are absent from class without approved leave, or whose leave application has not been approved, shall be regarded as truant.

Students who fail to attend an examination without approved leave, or whose leave application has not been approved, shall be regarded as absent from the examination.

Article 38 (Deleted)

Chapter 6: Department Transfers, Program Transfers, Minors, and Double Majors

Article 39

To uphold the principles of department or program transfer and ensure students' academic success after transfer, students must apply within the deadline specified in the University Academic Calendar and in accordance with the following regulations:

1. Transfers between different educational systems are **not permitted**.
2. Undergraduate students may not apply for transfer under any of the following conditions:
 - (1) They have not completed at least one semester of study.
 - (2) They are in their fourth year of study.
 - (3) They are extending their period of study beyond the standard duration.
3. Students enrolled in a master's or doctoral degree program may apply for transfer before the start of their **second academic year**.

Applications for transfer between divisions within the same department, graduate institute, or degree program shall be handled in accordance with the same regulations.

Article 40

The number of transfer vacancies for each department, graduate institute, or degree program shall be limited to those arising from student enrollment and withdrawal within each academic system.

Vacancies resulting from reserved admission status, leave of absence, or additional quotas shall not be counted. After transfer, the total number of students in each grade shall not exceed the number of new students approved by the Ministry of Education for that academic year.

Each department, graduate institute, or degree program shall admit transfer students based on the application criteria announced for the current academic year, and selection shall be made on a merit basis.

The mechanisms for the counseling, evaluation, and review of department or program transfers shall be deliberated by the Academic Affairs Council and publicly announced by the Office of Academic Affairs.

Article 41 (Deleted)

Article 42

Students who wish to transfer to another department, graduate institute, or degree program shall submit an application within the designated period.

Applications must be approved by the original department, graduate institute, or degree program, and then reviewed by the receiving department, graduate institute, or degree program.

The final list of approved transfer students shall be submitted to the Office of Academic Affairs for a unified announcement.

Article 43

After the approval and announcement of a transfer, students may submit a written request to the Office of Academic Affairs to withdraw the transfer within three days.

Requests to return to the original department, graduate institute, or degree program will not be accepted after this deadline.

Article 44

Students whose transfer has been approved may apply for credit transfer in accordance with University regulations.

However, they must still complete all required courses and credits prescribed by the receiving department, graduate institute, or degree program within the specified period to qualify for graduation. The specific make-up courses and credits required shall be determined by the receiving department, graduate institute, or degree program.

Article 45

For students transferring to a lower year level, the number of completed semesters shall be counted up to the semester immediately preceding the academic year (or semester) to which they are transferring.

Article 46

Students pursuing a bachelor's, master's, or doctoral degree who wish to apply for a minor (degree program) shall do so in accordance with the Regulations Governing Minors established by each department of the University. These regulations shall be prescribed separately.

Undergraduate students who wish to apply for a double major (degree program) shall do so in accordance with the Regulations Governing Double Majors established by each department of the University. These regulations shall be prescribed separately.

Article 47

Students approved to pursue a minor must complete at least 20 credits in the designated professional (disciplinary) courses of the minor program.

These 20 credits shall be counted in addition to the minimum total of 128 credits required under Article 21.

Students pursuing a double major must complete all required credits for their original major and, in addition, all required professional (disciplinary) courses and credits of the second major.

After credit transfer from an undergraduate or two-year technical program, students must complete at least 40 credits in the second major to qualify for double-major recognition.

Chapter 7: Leaves of Absence, Withdrawals, Reinstatement, and Transfer

Article 48

A student may apply for a leave of absence under any of the following circumstances:

1. The student is suffering from a serious illness, as certified by a regional hospital or higher-level medical institution, and requires long-term recuperation, making class attendance impossible.
2. The student provides proof of low-income household status issued by a township or district office or other competent authority (excluding a Certificate of Financial Hardship).
3. The student has received a conscription notice for mandatory military service.
4. The student is pregnant, has given birth, or is caring for a child under the age of three.
5. The student has extended their study period and must retake or make up courses in the following semester.
6. A newly admitted student who has completed registration and meets any of the above conditions may apply for leave, unless otherwise stipulated by other regulations.
7. The student encounters a force majeure event or a major incident, such as a natural disaster.
8. Matters concerning leave of absence during periods of study abroad shall be handled in accordance with the University's Regulations on the Management of Academic and Enrollment Status for Students Studying Abroad, which shall be stipulated separately.
9. The student applies for a leave of absence due to other reasons not specified above.

Applications for leave of absence shall be submitted before the start of final examinations for the current semester. Applications for leave for the following semester may be processed during the winter or summer breaks. In exceptional circumstances, this requirement may be waived with the approval of the Office of Academic Affairs.

Article 49

Students who fail to register for the minimum required number of credits in a given semester shall be required to take a leave of absence.

However, this provision shall not apply to students who are permitted to take a reduced course load in accordance with Article 17, or who have obtained special approval under exceptional circumstances.

Article 50

Students may apply for a leave of absence for one semester, one academic year, or two academic years. The total cumulative period of leave shall not exceed two academic years.

In exceptional circumstances, and with the approval of the Office of Academic Affairs, the leave may be extended, provided that the cumulative duration does not exceed six academic years.

Students who are conscripted for mandatory military service during their leave shall submit a copy of their service certificate to the University to apply for an extension.

The period of mandatory service shall not be counted toward the cumulative leave limit.

Students who are pregnant, have given birth, or are caring for a child under the age of three may apply for a leave of absence (or an extension thereof) by submitting relevant supporting documents.

The duration of such leave shall not be counted toward the cumulative leave limit.

Students participating in the Youth Education and Employment Savings Account Program may apply for a cumulative leave of absence of up to three years after enrollment.

This period shall likewise not be counted toward the cumulative leave limit.

Article 51

Courses taken by students during a leave of absence shall not be counted toward their academic record, and the period of leave shall not be included in the calculation of the maximum duration of study.

Regulations for student reinstatement are as follows:

1. A student whose leave of absence has expired shall apply for reinstatement before the registration period.
2. If a student's withdrawal or expulsion is revoked by the University following a successful appeal or administrative litigation judgment, and the student is unable to resume studies immediately due to special circumstances, the student shall apply for reinstatement within one year. The period of absence shall be retroactively processed as a leave of absence and shall not be counted toward the cumulative leave limit.
3. Upon reinstatement, the student shall resume studies in the same department, graduate institute, or degree program and at the same academic level as prior to the leave. If the leave was taken during a semester, the student shall return to the same academic level as before. The student's curriculum plan and graduation requirements shall follow the regulations of the academic year of original admission. If the original department, graduate institute, or degree program has been reorganized or discontinued, the student may, with the approval of the **Dean of Academic Affairs**, transfer to another related department, graduate institute, or degree program within the University.

Article 52

The entrance examination for transfer students shall be conducted prior to the beginning of each academic year.

Courses and credits with passing grades completed at a student's previous institution may be waived upon recognition by the University. The waiver procedures shall follow the University's Credit Transfer Regulations, which shall be stipulated separately.

Any required courses or credits not completed shall be made up in accordance with the regulations of the respective department.

Article 53

A student who is subject to dismissal or expulsion under University regulations and who files an appeal under the University's Student Appeal System shall not have the execution of the original disposition suspended as a result of the appeal. However, a currently enrolled student may continue studying at the University during the appeal process.

A student who fails to obtain relief through the University's appeal process may, in accordance with the law, file an administrative appeal or initiate administrative litigation. If the original disposition is revoked by a decision of a superior authority or a judgment of an administrative court, the University shall issue a new disposition accordingly.

A student eligible for reinstatement under the new disposition, and who is unable to resume studies in a timely manner due to special circumstances, shall be assisted by the University in the reinstatement process. The period of absence prior to reinstatement may be retroactively processed as a leave of absence.

Article 54

A student shall be dismissed under any of the following circumstances:

1. Failure to resume studies after the expiration of a leave of absence or extended leave.
2. Failure to report for registration or complete registration procedures within the designated period.
3. A graduate student who, before the maximum study period, fails the qualification examination, research proposal oral defense, comprehensive examination, or thesis/dissertation defense twice; or fails to submit the thesis/dissertation upon the expiration of the study period.
4. Failure to complete the required courses and credits of the respective department, graduate institute, or degree program within the extended study period after the original duration has expired.
5. Verified cases of serious academic misconduct such as plagiarism, ghostwriting, or data fabrication in the thesis or dissertation.
6. Dismissal imposed as a penalty under the relevant provisions of the University's Student Disciplinary Regulations.
7. Voluntary withdrawal from the University for reasons other than those listed above.

Article 55

Students who apply for a leave of absence or withdrawal for justifiable reasons shall complete the required application form, obtain departmental approval, and complete the school departure procedures before the process is finalized.

For minor students, written consent from a parent or legal guardian is required.

Refunds for students who take a leave of absence or withdraw shall be handled in accordance with Article 15 of the Regulations Governing the Collection of Tuition and Fees at Junior Colleges and Institutions of Higher Education and the University's Academic Calendar.

Students whose leave of absence has been approved may be issued a Leave of Absence Certificate as proof.

Students who withdraw after completing at least one semester with passing grades and whose student status has been approved may be issued a Certificate of Study.

Chapter 8: Scholarships, Awards, and Disciplinary Actions

Article 56

Undergraduate students with outstanding academic performance shall be granted awards.
The Regulations Governing Academic Awards shall be prescribed separately.

Article 57

Graduate students may apply for scholarships and grants from the Ministry of Education in accordance with relevant regulations during their period of enrollment.

Article 58

Students may apply for various scholarships and grants in accordance with relevant regulations during their period of enrollment.

Article 59

Matters concerning student awards and disciplinary actions shall be handled in accordance with the University's Regulations Governing Student Awards and Disciplinary Actions, which shall be submitted to the Ministry of Education for record.

Article 60

Students who are expelled in accordance with the University's Regulations Governing Student Awards and Disciplinary Actions shall not be issued any academic certificates or diplomas.

Chapter 9: Graduate Degree Examinations

Article 61

Graduate degree examinations shall be conducted in accordance with the University's Regulations Governing Graduate Degree Examinations, which shall be stipulated separately.

Chapter 10: Duration of Study, Graduation, and Degrees

Article 62

The standard period of study for students in the Day Division and Continuing Education Bachelor's Programs is four years, with an extension of up to two years permitted.

Students pursuing a double major may be granted an additional extension of up to one year.

The standard period of study for students in the Two-Year Technical Program is two years, with an extension of up to two years permitted.

The standard period of study for students in the Two-Year In-Service Technical Program and Two-Year In-Service Special Program is two years, with an extension of up to three years permitted.

The standard period of study for students in Post-Baccalaureate Programs is three years, with an extension of up to two years permitted.

The standard period of study for students in the Post-Baccalaureate Multidisciplinary Empowerment Program is from one to four years.

The period of study for Master's Program students is one to four years. In-service master's students may be granted an additional one-year extension.

In-service status shall be determined based on the status declared at the time of admission.

The period of study for In-Service Master's Special Program students is one to six years.

The period of study for Doctoral Program students is two to seven years.

Students directly admitted to a doctoral program shall follow the regulations applicable to doctoral students from the time of transfer.

Doctoral candidates who have fulfilled the qualification requirements but are unable to complete their dissertation within the prescribed period due to full-time employment may, during the final semester of their study period, submit supporting documentation with the advisor's consent.

Upon approval by the department (institute or degree program) and the college meeting, and submission to the Office of Academic Affairs for the record, an extension of up to two years may be granted.

Departments, institutes, or degree programs, or colleges may, based on actual needs, extend the internship period by six months to two years.

Students who are pregnant, have given birth, or are caring for a child under the age of three may apply for an extension of the period of study by submitting relevant supporting documents.

Students holding a disability identification card or identified by the Special Education Student Assessment and Counseling Committee of the municipal or county (city) government as requiring special education placement may apply for an extension of up to four years.

Students who, after the maximum extension, encounter major illness, serious family emergencies, or other force majeure events such as natural disasters may, during the final semester of their extended period, submit supporting documents for further extension.

Upon approval by the department (institute or degree program) and college meeting, and with the approval of the Dean of Academic Affairs and the resolution of the Academic Affairs Council, an additional one-year extension may be granted.

Each application is limited to one year, and the total cumulative extension shall not exceed six years.

Students applying for an extension under Paragraphs 10 and 12–14 shall submit their applications before the date of "End of Final Examinations" as specified in the University Calendar for the final semester of their study period.

For students enrolled in the Two-Year College Program under the Program for Promoting International Students to Study and Stay in Taiwan – International Industrial Talent Education Program (New Model Program), the standard period of study shall be two years.

Article 63

Undergraduate students with outstanding academic performance who meet the following criteria may be permitted to graduate one semester or one academic year earlier:

1. All course grades are 80 or above.
2. The average academic grade for each semester over six or seven semesters is 85 or above.
3. Conduct grades for each semester are 80 or above.
4. The student ranks within the top 5% of their department and year level; however, if the number of students in the department and year level is fewer than 20, the top-ranked student shall be eligible regardless of percentage.
5. The student has completed all required courses and credits for graduation.

Students who do not meet the criteria for early graduation shall register and complete the required credits as stipulated.

Students who have received credit transfer or advanced placement upon admission are not eligible for early graduation.

Article 64

A student pursuing a bachelor's degree shall be approved for graduation upon meeting the following requirements:

1. Completion of all prescribed courses and credits with passing grades, and fulfillment of other graduation requirements.
2. Completion of the required internship, if applicable.
3. Passing conduct grades for all semesters.

Students who have graduated from a foreign, Hong Kong, or Macao school equivalent to the second grade of a domestic senior high school, and are admitted to a bachelor's program at this University with equivalent academic qualifications (excluding those who have been away from school for two or more years, and those assigned through preparatory program distribution), shall, in addition to the above requirements, complete at least twelve additional graduation credits, with courses designated by the respective college or department.

Article 65

A student who has completed all departure procedures shall be awarded a diploma and conferred the relevant bachelor's degree by the University.

Article 66

A graduating student in a bachelor's program who lacks required credits and must retake or make up courses in the second semester of an extended study period may apply for a leave of absence in the first semester and be exempt from registration.

If the student registers, they must enroll in at least one course.

Article 67

A master's degree shall be conferred by the University upon a student in a master's program who has completed the required courses and credits within the prescribed period, passed the thesis examination,

and fulfilled all other requirements set by the department or graduate institute.

A doctoral degree shall be conferred by the University upon a student in a doctoral program who has completed the required courses and credits within the prescribed period, passed the dissertation examination, and fulfilled all other requirements set by the department or graduate institute.

A student enrolled in a direct-entry doctoral program who passes the doctoral candidacy qualification examination but fails the doctoral degree examination may be conferred a master's degree, provided that the doctoral dissertation is determined by the dissertation examination committee to meet the standards of a master's thesis.

Article 68

The date printed on degree certificates shall be January for the first semester and June for the second semester.

A bachelor's degree certificate for a Post-Baccalaureate Program shall bear the notation "Post-Baccalaureate Program in [Department Name]."

A bachelor's degree certificate for a Post-Baccalaureate Multidisciplinary Empowerment Program shall bear the notation "Post-Baccalaureate Multidisciplinary."

Graduate students who have completed all required courses and credits, and who have not taken any courses other than thesis or dissertation credits during the semester of their degree examination, may receive their degree certificate upon completion of departure procedures and shall not be subject to the restrictions of the preceding paragraph.

Chapter 11: Supplementary Provisions

Article 69

All University regulations related to academic affairs, including the Academic Regulations, Regulations for Master's and Doctoral Degree Examinations, Regulations Governing the Study of Minors by Students of Each Department, Regulations Governing the Study of Double Majors by Students of Each Department, and the Implementation Guidelines for Inter-University Course Enrollment, shall take effect after being deliberated and approved at meetings attended by student representatives.

The same procedure shall apply to any amendments.

Article 70

Matters not provided for in these Academic Regulations shall be handled in accordance with the laws and regulations of the Ministry of Education and other relevant University rules.

Article 71

These Academic Regulations shall take effect after approval by the University Council and submission to the Ministry of Education for record.

The same procedure shall apply to any amendments.