

University of Taipei Student Grade Guidelines

Approved in the 2nd Academic Affairs Meeting in 2013 Academic Year on November 12,
2013.

Approved in the 5th Academic Affairs Meeting in 2013 Academic Year on May 27, 2014.

1. The following guidelines have been established by University of Taipei (hereinafter referred to as "the University") to facilitate the instructor's submission and correction of grades and the student's review and complaint of them.
2. The grade referred to in the Guidelines is the semester grade, including semester grade of different courses, grades for graduation, and grades for summer courses:
 - (1) Semester grades shall be submitted via the online system within ten days after the end of "finals week" on the school calendar. Grades for master's or doctoral programs may shall be submitted within twenty days.
 - (2) Grades for graduation and summer courses shall be submitted via the online system within 5 days after the final exam of each course.
Instructors shall submit all the grades via the online system and keep a hard copy for future reference.
3. For instructors who do not submit the grades by the due time stipulated in the rules, the Office of Academic Affairs shall notify the instructors in writing and notify the competent authorities of the courses of the same. Submission of grades is listed as a reference for review, grants and subsidies for full-time instructors and re-engagement for adjunct instructors. In severe cases, the instructors have to report in an Administration Meeting.
4. For any grades that haven't been submitted by the deadline, the grade will be noted as "Not Submitted." If the student is responsible for the failure of submission, they will be given a grade of zero for the course.
5. Students who have doubts with regards to their grades may appeal to the instructors or the course organizers for a grade review no later than a week prior to the commencement of next semester. If the students have doubts with the review results, they shall appeal again to the committee for reviewing students' appeals. The appeal shall be made only once.
The reviewed students' appeals by the committee shall be handled in accordance with the University's guidelines governing the review of student's

appeals.

6. The grades cannot be corrected except for the following reasons. Should corrections be required, the instructors shall explain in writing, fill in the form "Application for Correcting Grades" and present the following supporting materials:

- (1) If the grade is miscalculated because some parts of the answer sheet are not graded, the instructor shall present the original answer sheet and indicate the non-graded parts and the calculation method.
- (2) If the semester grade is wrongly calculated, the instructor shall present the original materials for calculation. If there is a formula to determine the grades, it shall be indicated as well.
- (3) If the grade is wrongly registered, the instructor shall present the source document.

Corrections shall be made as follows:

- (4) If the ranking has not been settled, the grade shall be corrected and registered by the Office of Academic Affairs after approved by the Head of course organizers and Dean of Academic Affairs.
 - (5) If the ranking has been settled, the instructor shall propose the correction in an Academic Affairs Meeting and explain the case in person. No re-ranking shall be made after the correction.
7. The Guidelines have been approved by an Academic Affairs Meeting and implemented after promulgated by the President of the University.