

# University of Taipei Academic Regulations

- Amendments passed by the 1st Academic Affairs Meeting for the Academic Year 2013 on September 17, 2013.  
Amendments passed by the 2nd University Council Meeting for the Academic Year 2013 on October 15, 2013.  
Registered with the Ministry of Education for acknowledgment on November 4, 2013.  
Tai-Jiao-Gao-1 No. 1020177188 issued on February 25, 2014, provided recommendation for amendment.  
Amendments passed by the 4th University Council Meeting for the Academic Year 2013 on March 25, 2014.  
Articles 1-10, 12-14, 17-29, 31-49, and 51-65 of Tai-Jiao-Gao-2 No. 1030053793 issued on April 22, 2014, have been recorded for future reference; while Articles 15, 16, 30, 50, and 66 shall be recorded for future reference after amendments.  
Passed by the 5th Academic Affairs Meeting for the Academic Year 2013 on May 27, 2014.  
Passed by the 5th University Council Meeting for the Academic Year 2013 on June 17, 2014.  
Articles 11, 16, 30, 50, and 66 of Tai-Jiao-Gao-2 No. 1030105015 issued on July 21, 2014, have been recorded for future reference, while Article 15 shall be recorded for future reference after amendments.  
Amendments passed by the 1st Academic Affairs Meeting for the Academic Year 2015 on October 13, 2015.  
Amendments passed by the 2nd University Council Meeting for the Academic Year 2015 on December 22, 2015.  
Article 2 of Tai-Jiao-Gao-2 No. 1050004946 issued on January 30, 2016, has been recorded for future reference.  
Passed by the 1st Academic Affairs Meeting for the Academic Year 2017 on October 17, 2017.  
Passed by the 1st University Council Meeting for the Academic Year 2017 on October 24, 2017.  
Article 10, 20, 46, 65, 66, and 67 of Tai-Jiao-Gao-2 No. 1060182456 issued on January 19, 2018, agreed to be recorded for future reference.  
Passed by the 1st Academic Affairs Meeting for the Academic Year 2019 on October 1, 2019.  
Passed by the 1st University Council Meeting for the Academic Year 2019 on October 29, 2019.  
Article 20 of Tai-Jiao-Gao-2 No. 1080188420 issued on January 6, 2020, approved to be recorded for future reference.  
Article 16, 23, 41, 47-53, and 55-67 of Tai-Jiao-Gao-2 No. 1100009162 issued on January 26, 2021, approved to be recorded for future reference.  
Passed by the 3rd Academic Affairs Meeting for the Academic Year 2020 on March 16, 2021.  
Passed by the 3rd University Council Meeting for the Academic Year 2020 on March 23, 2021.  
Article 15, 46, 54, and 68 of Tai-Jiao-Gao-2 No. 1100069958 issued on May 24, 2021, approved to be recorded for future reference.  
Passed by the 5th Academic Affairs Meeting for the Academic Year 2022 on May 09, 2023.  
Passed by the 4th University Council Meeting for the Academic Year 2022 on June 20, 2023.  
Passed by the 6th Special Academic Affairs Meeting for the Academic Year 2022 on July 19, 2023.  
Passed by the 1st Special University Council Meeting for the Academic Year 2022 on July 28, 2023.  
Article 3, 6, 12, 15, 16, 22, 27, 30, 31, 34, 35, 38, 45, 47, 49, 50, 51, 53, 54, 55, 61, and 63 of Tai-Jiao-Gao-2 No. 1120090153 issued on October 2, 2023, approved to be recorded for future reference.

## Part 1 General Provisions

- Article 1 University of Taipei (hereinafter referred to as UT or “the University”) has formulated the Academic Regulations (hereinafter referred to as “these Regulations”) pursuant to the University Act and its enforcement rules, the Degree Conferral Law and its enforcement rules, and regulations of the Teacher Education Act.
- Article 2 Unless otherwise prescribed by laws and regulations, student registration, enrollment, preservation of admission qualifications, suspension of studies, resumption of studies, withdrawal from university, transfer to another university, change of major, minor studies, double major, credit transfers, summer studies, inter-university course election, programs, recognition of foreign academic credentials, military service, early graduation due to outstanding academic performance, course grading, graduation (completion of study), and degree conferral, shall be subject

to these Regulations.

Students who are prevented from normal studies due to major disasters shall be subject to related regulations of principles for assisting college students or above who have suffered from unexpected major disasters. Meanwhile, such major disasters shall be determined by the competent authority of education.

Article 3 Students may apply for dual registration pursuant to the relevant regulations of the University. Meanwhile, students who are in domestic and overseas universities or colleges, or enrolled via other departments in UT shall be governed by the directives for dual registration application.

Article 4 Students who enroll before July 31, 2013, shall be governed by the course credit requirements promulgated in the academic year of their admission.

Students who enroll after August 1, 2013, shall be governed by the course credit requirements of the classes they transfer to.

## **Part 2 Undergraduate Programs**

### **Chapter I. Enrollment and preservation of admission qualifications**

Article 5 A candidate who graduated from a public or a registered private senior high school or school of equal standing, or attained equivalent qualifications, may be enrolled in UT to pursue a bachelor's degree after qualifying in UT's open admissions.

Article 6 Third-year undergraduate students with outstanding academic performance may apply for admission to master's programs in accordance with UT's directives for undergraduate students' advanced admission to master's programs. However, if the prerequisite courses have been counted as part of the undergraduate course credits, then they shall not be eligible for credit exemption for the master's programs. Additionally, students obtaining postgraduate status of master's programs through legitimate admission channels may apply for credit exemption in accordance with UT's directives for credit exemption application.

Article 7 Each department and undergraduate program may enroll students that meet special admission criteria, as well as international students (including foreign students and students from Mainland China, Hong Kong, or Macau) in accordance with regulations promulgated by the Ministry of Education (MOE).

The enrollment methods for international students (including application for enrollment or transfer of university, or application of overseas Chinese students via University Entrance Committee, etc.) shall be subject to the applicable regulations of the MOE, University Entrance Committee. For Overseas Chinese Students, and UT's admission regulations.

Article 8 A candidate who has successfully passed the University's transfer admission examination may transfer into the corresponding year of study of a bachelor's program.

Article 9 For matters related to new student recruitment and transfer admission examination, the admission regulations shall be separately formulated

by the Admission Committee. The admission regulations shall be separately formulated and reported to the Department of Education of Taipei City Government for forwarding to the MOE for approval.

Article 10 All new students and transfer students shall complete the admission procedures within the required time period. Failure to do so will result in the revocation of admission qualification. Those who are unable to enroll on time due to serious illness, pregnancy, giving birth, caring for a child(ren) under three years old, compulsory military service, or other major incidents, may apply for retention of admission qualification by submitting the related documentation before the new semester begins. Upon approval, their admission qualification may be retained.

Students who are granted admission qualification through other admission channels whose admission regulations prohibit retention of admission qualification, may not apply for retention of admission qualification.

The retention of admission qualification is limited to one year. Upon expiration, those who need further retention of admission qualification may extend their admission to the following year after obtaining approval from the President without incurring any fees.

New students who have participated in the “Youth Education and Employment Savings Accounts Program” may apply for retention of admission qualification for up to three years. The retention period will not be counted as part of the retention period in the preceding paragraph.

## Chapter II. Registration, fee payment and course selection

Article 11 Students shall complete registration, fee payment and course selection prior to the first day of classes. If there is a delay due to unforeseen circumstances, students must apply for a leave of absence of no longer than two weeks. Failure to comply with the regulation will result in withdrawal from the University.

The fees and amounts for each semester shall be announced before the new semester begins.

Article 12 Students shall take a maximum of 26 credits per semester. For the first to third academic year, they shall complete at least 16 credits, in principle; and a minimum of nine credits for the fourth academic year. Credits taken in overseas universities by exchange students and dual degree program students shall be governed by directives for overseas course selection, and directives governing dual degree programs jointly held by UT and overseas universities or colleges.

Application for taking fewer or more credits shall be handled in accordance with regulations governing curriculum and directives for course selection.

Article 13 Course selection of students shall be handled in accordance with the regulations of each department, Center for Teacher Education and Career Development, Center of General Education, and Office of Academic Affairs.

Article 14 Students who wish to add or drop courses after completing course selection must do so within the specified deadlines for each semester.

Failure to complete course selection or select adequate course credits as required by each department and undergraduate program before the course adding/dropping deadline will result in suspension of studies.

Article 15 Students with special needs may apply for inter-university course selection, and shall be handled in accordance with directives for inter-university course selection.

Summer courses shall be handled in accordance with the University's directives for summer courses.

Students majoring in sports with exceptional performance may be subject to flexible course enrollment. The relevant directives shall be formulated separately.

### Chapter III. Term of study and credits

Article 16 UT adopts the academic-year-based credit system. The duration of study for each undergraduate department is four years, and the total required credits shall not be fewer than 128 credits. However, each department may increase the number of credits according to respective needs and shall obtain approval from the Academic Affairs Meeting for the increase. Upon completion of period of studies, students can graduate after having completed the compulsory and elective course credits as per regulations of each department, met the graduation requirements prescribed by the respective departments, as well as obtaining a passing grade in conduct for all semesters.

Students who need to take a course because they have not taken it, or retake a course after having failed the course can extend their period of studies by up to two years. Students who are physically or mentally disabled may extend their period of studies for another four years at the most, depending on their physical or mental condition, and learning needs.

Exchange students, who are authorized by UT and have fulfilled the graduation credit requirements, may apply for an extension of period of studies by up to one year.

For students who meet the requirements of the two preceding paragraphs, the total extension of period of studies shall not exceed four years.

For students from overseas, or from Hong Kong or Macao with an education backgrounds of high school second year or equivalent, their graduation credits shall at least include 12 remedial credits, or they shall apply for an extension of period of studies. The respective departments shall be responsible for processing such cases.

For students who are taking a minor, double major, or teacher education program, their period of studies, compulsory courses and credit requirements shall be governed by the related regulations for taking a minor and double major or teacher education program. These regulations shall be separately formulated.

Application for credit exemption shall be handled in accordance with the directives for credit exemption of the University.

For undergraduate students born after January 1, 2005, who are required to perform one year of Standing Soldier Service from January 1, 2024

onward, if the military service falls within their period of studies, they shall be subject to the directives governing the implementation of flexible studies for undergraduate students serving military duties.

Article 17 In principle, for each program, one hour of lecture per week throughout a semester will account for one credit. However, for internships, practical courses, or laboratory courses holding two, three or four hours of lecture per week for 18 weeks will account for one credit.

Article 18 Students may not enroll in courses with clashing schedules, and such courses credits shall not be counted.

#### Chapter IV. Suspension and resumption of studies, withdrawal from the University, revocation of admission qualification, and expulsion

Article 19 If a student applied for suspension of studies after registration due to illness or unforeseen circumstances, an application shall be submitted along with the supporting documentation to the Registrar Division of the Office of Academic Affairs before the final exam of the said semester. Once the application is approved and school-leaving procedures are completed, procedures for suspension of studies shall be deemed completed.

For students who are allowed to suspend their studies, any grades obtained during the semester they suspend their studies will not be counted.

Article 20 In principle, suspension of studies may be applied for one semester, one academic year or two academic years, and the maximum suspension period is two academic years. Those who meet the following regulations may extend their duration of suspension of studies.

- I. If suspension of studies is required due to severe illness (a diagnostic report issued by a regional or higher-level hospital appointed by the National Health Insurance Bureau must be attached) or special circumstances, approval must be obtained from the department head of the student and the director of the Office of Academic Affairs. Additionally, approval must also be obtained from the President before the suspension period can be extended. The extension period is limited to at most two academic years.
- II. If a student is required to apply for suspension of studies due to compulsory military service, a copy of the induction order for military service shall be submitted to the Registrar Division of the Office of Academic Affairs. The military service period shall not be counted as part of the suspension period. Once the military service is completed, the student may apply for resumption of studies along with a discharge paper, and within three months after being discharged from the military service and having completed the reservist registration.
- III. Students who are required to apply for suspension of studies due to pregnancy and childbirth, a medical certificate issued by a hospital or clinic appointed by the National Health Insurance

Bureau must be attached. The suspension period is limited to at most two semesters. For those who need to care for a child(ren) under three years old, the suspension period for each application is limited to at most six semesters. Supporting documentation are required for obtaining approval. The childcare period will not be counted as part of the suspension period.

IV. New students who have enrolled in the “Youth Education and Employment Savings Account Project” may apply for suspension of studies for up to three years, which will not be counted as part of the suspension period.

Article 21 Students shall be ordered to suspend their studies if one of the following circumstances is present:

- I. Students who have been absent for over one third of total class attendance hours of the semester.
- II. Failure to complete course selection or select adequate course credits as required by each department before the course adding/dropping deadline.
- III. A resolution passed by the Student Affairs Meeting requesting a student to suspend his/her studies.

Article 22 Students may request resumption of studies in accordance with the following regulations:

- I. When resuming studies, a student should resume from the subsequent year or semester of studies of the original department. For suspension of studies occurring during the semester, the student should resume from the year or semester of studies at the time of suspension.
- II. Students who resume studies early shall file an application.
- III. For students who apply to perform the compulsory military service during their period of studies, the actual military service shall be handled in accordance with directives governing the implementation of flexible studies for undergraduate students serving military duties.

Article 23 Students shall be ordered to withdraw from the University if one of the following circumstances is present:

- I. Failure to complete registration shall result in withdrawal from the University in accordance with Article 11.
- II. Failure to obtain a passing grade in conduct.
- III. Admission to two universities or obtaining of dual registration status without prior approval from UT.
- IV. Absence from classes up to 45 hours in a semester.
- V. Failing in one-half of total credits taken in a semester for two consecutive semesters.
- VI. Overseas Chinese students, international students, Mongolian and Tibetan students returning to Taiwan, indigenous students and children of government officials residing in foreign countries, who fail two-thirds of the total credits taken in a semester for two consecutive semesters.
- VII. Failing in completing required courses and credits after the extension of period of studies expires.
- VIII. A resolution passed by the Student Reward and Punishment Committee requiring a student who has violated the University's

regulations to withdraw from the University.

Students with disabilities and students who major in sports with exceptional performance (directives for reviewing the qualifications of students who major in sports with exceptional performance shall be formulated separately) are exempt from the restrictions in Subparagraphs 5 and 6.

For students who apply to withdraw from the University voluntarily without any aforementioned circumstances, a letter written by parents or guardians must be submitted. The withdraw procedures shall be deemed completed once the school-leaving procedures are completed.

Article 24 Students who are eligible for the transfer examination and have passed the examination may re-enroll in the University.

Article 25 Students who have committed a serious violation of the nation's laws and decrees shall be expelled, following a resolution passed by the Student Affairs Meeting.

Students' admission qualification shall be revoked if one of the following circumstances is present:

- I. Students who are enrolled through borrowed, fraudulent, forged or falsified education and experience certificates (such as employment status certificates).
- II. Students' admissions or transfer qualifications have been deemed non-compliant after review.
- III. Students who cheat in the admission examination and have been verified by the University to be true, or convicted.

Article 26 A student who is expelled or has his/her student status revoked may file an appeal pursuant to the University's student appeal policy. Prior to the confirmation of the appeal's outcome, the student may continue his/her studies at UT. If the student in question is a graduating student, his/her degree certificates shall be handled after the appeal results are released.

A student who receives a punishment and is denied a relief after bringing forth an appeal can further file a plea and administrative appeal pursuant to regulations. The student shall receive a different punishment if the original punishment is deemed illegal or inappropriate by a higher level competent authority or the administrative court.

A student who receives punishment under the above rule and is reinstated by the University but cannot begin the reinstatement immediately due to special circumstances shall receive reinstatement counseling offered by the University. Additionally, a student shall submit an application for suspension of studies for the relevant period before reinstatement. This period shall not be counted as part of the suspension period.

Article 27 Students who have completed at least one semester and withdrawn from the University (for government-sponsored students, they shall completely return all subsidies received during their period of studies) for any reason shall receive a certificate of study.

No documentation shall be issued to students whose admission qualification has been revoked due to failure to meet the admission or

transfer qualification requirements. For expelled students and students whose admission qualification has been revoked, no certificate of study shall be issued. Additionally, if a graduate from UT is found to have violated the degree conferral criteria, the subsidies that had received previously and the degree certificate shall be returned to UT, and his/her graduate qualification shall be revoked.

#### Chapter V. Absenteeism and truancy

- Article 28 Students who are unable to attend classes must apply for a leave of absence. Once approved, their absence shall be counted as absenteeism. Failure to do so or absence without obtaining leave approval shall be deemed to be absenteeism. Course instructors may deduct students' scores based on their absenteeism and truancy  
For students whose personal leave and maternity leave is approved due to pregnancy, giving birth, and caring for a child(ren) under three years old, their scores shall not be deducted. For students who have been absent for over one third of the total class attendance hours of the whole semester, their course scores may be flexibly handled depending on the course instructors.
- Article 29 Students who have been absent (including official leave) for one third of the total class attendance hours since the first day of classes will be requested to withdraw from the University.  
For students whose official leave is suggested by related ministries of the Executive Yuan and approved by the University, or students who have obtained special authorizations from the president, their official leave shall not be counted as part of the hours of absence.

#### Chapter VI. Change of Major, Minor, and Double Major, Program

- Article 30 Students may apply to transfer to other departments after studying for over a year, and shall be handled in accordance with directives for students' transfer to other departments.
- Article 31 Students may apply to transfer to the second year of other departments or divisions before the second academic year begins. Students who apply for a transfer before the beginning of the third academic year can transfer to a department of a similar nature for the third year, or to a department of a different nature for the second year. Students who apply for a transfer due to special reasons before the start of the fourth year can transfer to another department of a similar nature. Transferring to another department is limited to one time only. In addition, students must complete the graduation criteria prescribed by the department they transfer into; students who transfer to other division under the same department shall also be subject to the aforementioned requirements. For students who transfer to a lower year of study (transferring to the first year is not allowed), the repeated years of studies will not be counted as part of the department's maximum period of studies.
- Article 32 Students applying for a minor, double major, or program shall be governed in accordance with the related regulations of UT. Each



department may accept applications from UT's students or students from other universities depending on the circumstances, and related regulations shall be separately formulated by each department.

For international students applying to be non-degree students and have passed the course examination, a credit certificate shall be issued.

Article 33 Students pursuing other universities' minor, double major, or program shall be subject to related regulations of the University and other universities.

## Chapter VII. Tests and make-up tests

Article 34 Student grades consist of academic performance and a grade in conduct. In principle, student grades are assessed using a percentage grading system, in which 100 is full marks and 60 is the passing grade. Courses of a special nature and approved by the Academic Affairs Meeting may adopt a "pass" or "fail" evaluation system. Students who fail a subject cannot take make-up tests, and the course credits will not be granted. If the subject is a compulsory course, it must be retaken. The grade in conduct shall be assessed in accordance with the directives for student conduct evaluation.

Grading shall be performed in accordance with directives pertaining to grading.

Article 35 The calculation of student grades is as follows:

- I. Multiply the number of course credits (for each course) by the course percentage grade to compute the cumulative points.
- II. Sum up all course credits (for all courses taken by a student in a semester) to compute the total course credits.
- III. Sum up all cumulative points (for all courses in a semester) to compute the total cumulative points.
- IV. Divide the total course credits by the total cumulative points to compute the semester grade average.
- V. The calculation of semester grade average includes grades of failed and retaken courses.

The graduation grade is computed by dividing the total cumulative points by the total course credits. The graduation Grade Point Average (GPA) is computed by multiplying the sum of all GPA scores by the total course credits conferred (including only passing courses), and dividing by the total course credits (for all courses taken in all semesters, including failed and retaken courses).

Article 36 Grades in conduct, physical education, and military training shall be handled in accordance with the related regulation of the MOE and UT.

Article 37 Registration of course selection and cancellation shall be served as the proof of student grades.

Article 38 If a student's grade is required to be supplemented or amended post-registration by the course instructor, it shall be handled in accordance with the directives for the grading process.

Article 39 Student grades with decimal points shall be rounded to the nearest digit; the total average grade and the graduation grade shall be rounded to two decimal places.

Article 40 For students who are absent from an examination without a valid

reason, their scores shall be counted as zero. However, if students are unable to take an examination due to official leave, bereavement leave, hospitalization for serious illnesses, pregnancy, giving birth, and caring for a child(ren) under three years old, or exceptional circumstances, after their application are approved, they may take make-up examinations. Scores of make-up examinations may be flexibly handled by the course instructors.

Article 41 Students who studied in a course that requires a full academic year to complete, but only studied for one semester or passed one semester, the course credits shall not be granted. Additionally, while calculating graduation credits, the course credits will not be counted. However, this does not apply to elective courses.

Article 42 If a student is found to have cheated in an examination, his/her grade shall be deemed to be zero. Depending on the seriousness of the case, punishment will be imposed according to the student reward and punishment regulations.

## Chapter VIII. Graduation

Article 43 Students who extend their period of studies shall only retake courses. Students may apply for suspension of studies for the first semester and shall be exempted from registration if the required course can be only taken in the second semester. However, students who have registered shall at least take one course.

Article 44 Students who have completed and passed the compulsory courses and obtained the required course credits within the scheduled period of studies (including the completion of internship obligation) shall be awarded a bachelor's degree.

For students who have completed the teacher pre-vocational education courses, their teacher qualification and internship shall be handled in accordance with the Teacher Education Act and related regulations.

Article 45 A student who has completed the required credits one semester or one academic year ahead of the scheduled period of studies, and met the following requirements may apply to graduate in advance. Students who have not obtained approval to graduate in advance shall take other courses. In addition, they shall fulfill the minimum course credit requirements for each semester. Students who transfer from other universities in their third year may not apply to graduate in advance.

I. Minimum course credits for graduation prescribed by the department must be obtained.

II. The student's grades rank top 20% of the class and department (excluding grades earned in the semester in which the student expects to graduate in advance). Undergraduate students who apply to perform the compulsory military service during their period of studies are not subject to this provision.

III. The student's grade in conduct exceeds 80 for each semester.

Article 46 Each department's regulations related to degree names in Chinese and English, degree conferral criteria, and conferment and notes of degree certificates shall be implemented upon approval from the Department, College and University Council Affairs Meetings. Additionally, these

regulations shall be promulgated on the academic affairs section on the University's official website.

The content of a degree certificate shall include the student's name, date of birth, date of graduation from the college and department, degree name (month/year), and the certificate serial number. For students who are taking a minor or double major in UT or other universities, their degree certificates shall additionally indicate the names of the universities and departments. For reissued degree certificates, the reissue date shall be indicated.

### **Part 3 Master's and Doctoral Programs (Including Master's Degree Programs, In-Service Master's Degree Programs, and Master's Degree in Teacher Education)**

Article 47 A candidate who has a bachelor's degree from a domestic university or independent college recognized by the MOE, or a bachelor's degree from an overseas university/independent college or equivalent qualification that meets the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education, Regulations Governing the Assessment and Recognition of Educational Records from Mainland China, and Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao promulgated by the MOE, may be enrolled in UT to pursue a master's degree after qualifying in UT's open admissions.

Students enrolled in a doctoral or master's program through screening and test, or an in-service master's degree program, and meet the requirements of advance enrollment may apply for early admission one semester in advance.

Students who are volunteer soldiers or officers attending a master's program in a graduate institute may apply for retention of admission qualification up to two years in accordance with the Regulations Governing the Full-time Continuing Education for Officers and Non-commissioned Officers of the R.O.C Armed Forces.

Article 48 A candidate who has a master's degree from a domestic university or independent college recognized by the MOE, or a master's degree from an overseas university/independent college or equivalent qualification that meets the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education, Regulations Governing the Assessment and Recognition of Educational Records from Mainland China, and Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao promulgated by the MOE, may be enrolled in UT to pursue a doctoral degree after qualifying in UT's open admissions.

For UT's postgraduate students in master's programs, they may apply for enrollment in a doctoral program in accordance with regulations for direct admission into doctoral programs.

Article 49 Course selection and credit conferment for each semester shall be handled in accordance with regulations of respective departments,

institutes, degree programs, Center for Teacher Education and Career Development, and Office of Academic Affairs.

Credits taken in overseas universities by exchange students and dual degree program students shall be governed by directives for overseas course selection, and directives governing dual degree programs jointly held by UT and overseas universities or colleges.

Application for taking more credits shall be handled in accordance with regulations governing curriculum and directives for course selection.

Article 50 UT adopts the academic year and credit system. The period of studies for master's programs is limited to one to four years; doctoral programs is limited to two to seven years. For part-time students, they may extend the period of studies for up to two years.

Students who are physically or mentally disabled may extend their period of studies for another two years at the most, depending on their physical or mental condition, and learning needs.

For students who meet the requirements of the two preceding paragraphs, the total extension of study years shall not exceed two years.

Article 51 For the total graduation course credits, master's program students shall earn no less than 24 course credits, and doctoral program students shall earn no less than 18 course credits. However, each department, institute and degree program may increase the number of course credits depending on actual needs, subjecting to approval from the Academic Affairs Meeting for the increase.

For students who are taking a minor, double major, or teacher education program, their period of studies, compulsory courses and credit requirements shall be handled in accordance with the related directives, which shall be separately formulated.

Application for credit exemption shall be handled in accordance with the directives for credit exemption of the University.

Article 52 Students shall be ordered to withdraw from the University if one of the following circumstances is present:

- I. Failure to complete registration shall result in withdrawal from the University in accordance with Article 11.
- II. Failure to obtain a passing grade in conduct.
- III. Admission to two universities or obtaining of dual registration status without prior approval from UT.
- IV. Absence from classes up to 45 hours in a semester.
- V. Failing in completing required courses and credits after the extension of period of studies expires.
- VI. Postgraduate students who failed their graduate degree examinations and are not permitted to retake the examination, or they failed their graduate degree examinations twice.
- VII. Severe violation of plagiarism or fraud regarding the degree thesis and dissertation which have been verified.
- VIII. A resolution passed by the Student Reward and Punishment Committee requiring a student who has violated the University's regulations to withdraw from the University.
- IX. Students who voluntarily apply to withdraw from the

University without any above circumstances.

Article 53 Student grades consist of academic performance and a grade in conduct. In principle, student grades are assessed using a percentage grading system, in which 100 is full marks and 70 is the passing grade. Courses of a special nature and approved by the Academic Affairs Meeting may adopt a "pass" or "fail" evaluation system. Students who fail a subject cannot take make-up tests, and the course credits will not be granted. If the subject is a compulsory course, it must be retaken. The grade in conduct shall be assessed in accordance with the directives for student conduct evaluation.

Grading shall be performed in accordance with directives pertaining to grading.

Article 54 Postgraduate students of doctoral and master's programs can graduate and can be conferred a degree after having completed and passed the compulsory courses and obtained the required course credits within the scheduled period of studies, as well as meeting the graduation requirements prescribed by the respective departments, graduate institutes and degree programs.

The date for the conferral of postgraduate degree certificates shall be January for the first semester and June for the second semester. However, students who have completed the required courses and credits requirements and are not taking additional courses beyond the thesis/dissertation in the semester of their thesis/dissertation defense shall have their degrees conferred in the month they pass their defense. Nevertheless, students who fail to pay the related examination fees will not be allowed to apply for the thesis/dissertation defense.

A master's or doctoral student in any discipline of arts, applied technologies or sports may submit a work or proof of achievement accompanied by a written report or technical report as an alternative to thesis or dissertation. Criteria and required documents of each discipline shall be formulated by each department (graduate institute and degree program) and college. These criteria shall be equivalent to those of thesis/dissertation. Additionally, they shall be implemented upon approval from the Department (Institute and Degree Program Affairs) and College Affairs Meetings and review by the Academic Affairs Meeting. Moreover, these criteria shall be promulgated on the academic affairs section on the University's official website. A student taking a master's course of professional practice may submit a professional practice report as an alternative to thesis or dissertation. The criteria of professional practices shall be handled in accordance with the aforementioned provisions.

For the disciplines specified in the two preceding paragraphs, the scope of the recognition, form of materials, content items, and other related matters for which a work, proof of achievement accompanied by a written report, technical report, or professional practice report may be submitted by the student as an alternative to a master's thesis or dissertation shall be governed by the Requirements for the Conferral of Degrees and the Criteria for the Recognition of Thesis/Dissertation Substitutes promulgated by the MOE.

Each department's (graduate institute's or degree program's)

regulations related to degree names in Chinese and English, degree conferral criteria (including whether works, proof of achievements along with written reports, technical reports, and professional practice reports are used as the alternative for thesis and dissertation), and conferment and notes of degree certificates shall be implemented upon approval from the Department, College and University Council Affairs Meetings. Additionally, these regulations shall be promulgated on the academic affairs section on the University's official website.

The content of a degree certificate of each department (graduate institute and degree program) shall include the student's name, date of birth, date of graduation from the college and department (month/year), degree name, and the certificate serial number. For students who are taking a minor in UT or other universities (graduate institute and degree program), their degree certificates shall additionally indicate the names of the universities and departments. For reissued degree certificates, the reissue date shall be indicated.

- Article 55 Regulations for postgraduate students retaining their admission qualification, registration, fee payment, course selection, period of studies and credit requirements, suspension of studies, resumption of studies, revocation of admission qualification, expulsion, absenteeism and truancy, assessment of academic performance, and make-up tests, and any matters not specified in these Regulations shall be subject to regulations of undergraduate programs.

#### **Part 4 Overseas travel**

- Article 56 Male students who are of conscription age and have not yet fulfilled their military service obligations applying to go abroad or enter Mainland China, shall be handled in accordance with the Regulations for Exit of Draftees and other related regulations promulgated by the Ministry of the Interior.

- Article 57 For students going abroad on personal leave or official leave, the duration is limited to six weeks. For students who are designated to go abroad for internship, the duration is up to three months in principle. For students who are selected, recommended or designated to go abroad for further studies, the duration is limited to one year.

- Article 58 For students who are selected, recommended or designated to go abroad for further studies, courses credits earned during their studies at the overseas colleges and universities that meet the requirements of recognition of the MOE, shall be recognized by the department, graduate institute, and degree program.

For students who fail to apply for suspension of studies, their period of studies at the overseas colleges and universities shall be counted as part of their overall period of studies.

- Article 59 During the period when students are abroad, if they violate regulations of UT or engage in other misconduct, or fail to return to UT on time, they shall be handled in accordance with the related student affairs regulations of UT.

- Article 60 During the period when students are abroad, granting, discontinuing,

and compensation of subsidies, awards, or any other matters not addressed in these Regulations shall be handled in accordance with related regulations.

- Article 61 For students on dual degree program, during the period when they are abroad, their registration status shall be handled in accordance with directives governing dual-degree programs jointly held by UT and overseas universities or colleges.
- Article 62 The rights and obligations of state-financed students shall be governed in accordance with the related regulations.
- Article 63 For students who suspend studies or withdraw from the University, the refund standard shall be handled in accordance with the table for refund to students withdraw from the University or suspend studies.
- Article 64 The student's name, gender, ID number, and date of birth registered in the enrollment file shall be consistent with the information printed on the national ID card. For students whose admission qualification papers do not match their identification documents, please apply for correction immediately at the Office of Academic Affairs with a Household Registration Transcript issued by the Household Registration Authority.  
For international students and students from Hong Kong and Macau, the information shall be obtained from the relevant supporting documentation.
- Article 65 Current students and graduate alumni who apply to change their name, gender, ID number, and date of birth shall present valid documentation issued by the Household Registration Authority to the University for processing.
- Article 66 To promote students taking up teaching assistant positions and their labor rights and interests, as well as implementing complaint and relief channels, and handling procedures, such matters shall be handled in accordance with the “Principles for Ensuring the Rights of Scholarship and Assistantship Student Recipients as Teaching Assistants at Institutions of Higher Education” promulgated by the MOE, and the University’s “Directives for Protection of Rights and Interests of Scholarship and Assistantship Student Recipients and Employee-Oriented Assistants.”
- Article 67 Any matters not specified in these Regulations shall be subject to the applicable laws and the University’s related regulations. The respective enforcement rules for regulations, directives, and rules shall be separately formulated.
- Article 68 These Regulations shall be implemented upon approval from the University Council Meeting. Additionally, these Regulations shall be reported to the Department of Education of Taipei City Government for forwarding to the MOE for future reference.

※ In case of any discrepancy between the English and the Chinese versions of University of Taipei Academic Regulations, the Chinese version shall prevail.