

National Taiwan University of Science and Technology

General Academic Regulations

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Chapter I - General Overview

- Article 1 These regulations are set out in accordance with the University Act and its enforcement rules as well as with the Degree Conferral Law in order to administer matters concerning students' enrollment, course selection, course grades, and graduation.

Chapter II - Eligibility for Admission and Enrollment Management

Section I: Eligibility for Admission

- Article 2 Those who have graduated from a public senior high school or private senior high school or an institution of equal standing or who have an equivalent education level, and have been evaluated and accepted through the relevant University admissions process are eligible to be enrolled in the University's undergraduate division at the first-year level.
- Article 3 Those who have graduated from a public junior college or private junior college or an overseas junior college recognized by the Ministry of Education or have obtained a diploma or certificate of completion from a public or private junior college for continuing education or who have an equivalent education level, and have been evaluated and accepted through

the relevant University admissions process are eligible to be enrolled in the University's undergraduate division at the third-year level.

- Article 3.1 Those who have graduated from a domestic or overseas university or independent college that is recognized by the Ministry of Education and have received a bachelor's degree, and have been evaluated and accepted through the relevant University admissions process are eligible to be enrolled in the second bachelor's degree program offered by the University's undergraduate division.
- Article 4 Those who have graduated from a public or private university or independent college or from an overseas university or independent college that is recognized by the Ministry of Education, with a bachelor's degree from a related department or who have an equivalent education level, and have been evaluated and accepted through the University's master's degree program admissions process are eligible to be enrolled in the University's master's degree program.
- Article 5 Those who have graduated from the graduate school of a public or private university or independent college or from an overseas university or independent college that is recognized by the Ministry of Education, with a master's degree and have been evaluated and accepted through the University's doctoral degree program admissions process, or students currently enrolled at this university who are deemed qualified under the regulations for the direct pursuit doctoral program, are eligible to be enrolled in the University's doctoral program. The regulations for the direct pursuit doctoral program will be set out separately.
- Article 6 Departments in the University's undergraduate division may fill vacancies by admitting transfer students through a special transfer entrance examination; however, such transfer students cannot be enrolled in the first or final year of the undergraduate program. Transfer students who pass the special entrance exam will be eligible to enroll in the appropriate undergraduate program and year. Regulations for the transfer admissions process will be set out separately and submitted to the Ministry of Education for approval.
- Article 7 International students shall apply for admission to degree programs in accordance with the regulations for admitting international students. These regulations will be set out separately and submitted to the Ministry of Education for approval.
- Article 7.1 Students of this university and from universities abroad may pursue dual-degree programs according to this university's regulations. The guidelines for such programs will be set out separately.
- Article 8 In addition to the requirements set out in Articles 2 through 7.1 above, all admissions procedures will be conducted in accordance with the Announcement Soliciting Applications for Admission issued for each study program.
- Article 9 Students should submit the documentation proving their eligibility for admission on the day announced for new students to report in for enrollment. Extensions of the deadline may be granted for acceptable

reasons. However, students who fail to submit their documentation by the deadline will have their admission cancelled.

Doctoral students who have met the qualifications for admission may apply to enroll the semester before the one to which they have been admitted, according to the regulations set out in the Announcement Soliciting Applications for Admission.

Students found to have cheated on the entrance examination or whose documentation has been determined to be forged, altered from an original, borrowed from someone else, fraudulent, fake, or containing small alterations, after an investigation to confirm the truth of the charges, will have their admission cancelled, or in the case of students who have already registered, will be expelled. Students who have been found to be guilty of the above-mentioned offenses after graduation will be required to return their degree certificate to the University, which will publicly announce that they are no longer holders of said degree.

Article 10 Students who, because of one of the situations set out below, are not able to register for the semester to which they have been admitted may apply to the Office of Academic Affairs before the deadline for registration to reserve their admissions place. However, those students not allowed to reserve their admissions place according to the regulations set out in the Announcement Soliciting Applications for Admission must follow those regulations. Undergraduate students who have reserved their admissions place will be allowed to register at the beginning of the next school year after their reason for delayed enrollment no longer exists. Master's and doctoral program students will be allowed to register at the beginning of the next semester after their reason for delayed enrollment no longer exists.

10.1. Students who have serious illnesses that require long-term treatment

must submit an official certificate of diagnosis from a hospital at the rank of area medical center or above approved by the National Health Insurance Bureau along with the application to reserve their admissions place, which can be reserved for a maximum of one year.

10.2. Students who have received their draft notice to perform their

military service or can submit in-service certification, must submit such documentation along with the application to reserve their admissions place.

10.3. Students who are pregnant, have recently given birth, or are caring

for a child under three years old may apply with supporting documentation to reserve their admissions place.

10.4. General senior high school students who have been admitted into the 4-year undergraduate program may apply with supporting documentation that they are employed or seeking employment before the registration deadline to reserve their admissions place. After approval by the University, they will be allowed to reserve their admissions place for up to two years. When such students do register

to begin their studies, they must submit proof of their employment since they first received admission.

10.5. Students participating in the Youth Education and Employment

Savings Account Program may apply to reserve their admissions place for up to three years.

10.6. Students who for any other unavoidable reason are unable to enroll for the semester to which they have been admitted may apply to reserve their admissions place.

Section II: Enrollment Management

Article 11 The name and date of birth of students recorded in the Student Information System must be accurate and match the information on their national identity card. If the information on the documentation supporting their eligibility for admission does not match the information on their national identity card, then the necessary amendments should be made.

Article 12 Information recorded about the student while enrolled at the University, including department or graduate institute, years of enrollment, course grades, registration, leave of absence, resumption of studies, or expulsion, will be based on the original records for each type of information maintained by the Office of Academic Affairs. This information will be maintained in a permanent file by the university. Guidelines for including information from study abroad in students' enrollment records will be set out separately.

Article 13 Current students or graduates who have changed their name or date of birth should send official documentation issued by their Household Registration Office to the Academic Affairs Office to update their personal information.

Article 14 (Deleted)

Chapter III - Registration, Course Selection and Credits

Section I: Registration

Article 15 Each semester students should pay their tuition and fees and register within the announced registration period in accordance with the registration guidelines.

Article 16 Students who have been granted a leave of absence because of illness or other extraordinary circumstances may apply for an extension of the registration deadline of up to two weeks. New students who fail to register before the deadline without applying for an extension, will have their admission cancelled. Current students who meet the stipulations described in Article 44.1.1 and have not applied for leave of absence shall be expelled. Current students who need to apply for personal leave during the registration period shall follow the student leave guidelines.

Section II: Course Selection and Credits

Article 17 Students should select their courses based on the course selection guidelines and the courses required by each department within the announced time period each semester.

Students who want to take courses at other universities should follow this University's guidelines for taking courses at other universities, which will be set out separately.

Article 17.1 Students who want to apply for course credit transfers/waivers should apply to their department or graduate institute in accordance with the University's calendar.

Article 18 The maximum number of credits that undergraduate students may take each semester is 25. The minimum number of credits required each semester for year 1-3 students is 16; for year 4 students, a minimum of 9 credits is required each semester.

The maximum number of credits that can be taken by students in the evening division bachelor's degree program for working professionals is 13 each semester, and the minimum is 9 credits each semester.

Students who have obtained an average grade of 80 or a grade point average (GPA) of 3.38 or above during the previous semester, or are pursuing a minor, enrolled in the teacher training program, or pursuing a double major will be allowed to take a maximum of 31 credits during the next semester. Evening bachelor's degree program students who meet the GPA requirement may take a maximum of 19 credits.

Year 4 undergraduate students or students in the evening bachelor's degree program who, because of special circumstances, are not able to meet the minimum course credit requirement for a semester may seek the approval of their department chair and class advisor for a semester's reduction in the minimum number of credits required; however, such students must take at least one course during that semester.

Article 19 The credits required for master's and doctoral students each semester shall be determined by their department or graduate institute.

Master's and doctoral students should determine their thesis topic in consultation with their thesis advisor within the period set out by their department or graduate institute.

Article 20 Students should not take two courses scheduled for the same class period, or else both courses will be cancelled.

Students should not take courses with the same course title and number of credits as courses that they previously have taken and passed or courses taken previously for which the credit has already been transferred. The credits and grades for any retaken courses will not be recorded on the student's transcript.

Chapter IV - Duration of Studies, Credits for Graduation & Grading

Section I: Duration of Studies & Credits for Graduation

Article 21 The University has adopted an academic year credit system. Each academic year has two semesters: fall and winter semesters. Summer

courses will be provided if necessary. Guidelines for summer courses will be set out separately.

Undergraduate day program students, master's students and doctoral students generally will take courses scheduled during the day, while students in the evening division bachelor's degree program for working professionals and the special evening master's degree program for working professionals generally will take courses scheduled at night. However, students in the evening division bachelor's degree program may take two day program courses each semester with the approval of their employer.

Article 22 Year 1 undergraduate students are expected to have earned at least 128 credits within four years of their admission to the University, not including required physical education courses. However, each department and degree program may raise the required total number of credits based on actual needs.

Students who have taken the required number of credits within four years of study and have been approved for study overseas may apply to extend their period of study before the final exam of the semester when they were scheduled to graduate. Students who are not able to complete the required number of credits within the regulation period of study may also apply to extend their period of study; however, in both cases, after the extension is approved by the Office of Academic Affairs, the total period of study, including the extension, should not exceed six years.

Students who have an official disability card or have been classified as physically or mentally disabled may apply for an extension of their period of study according to their condition and needs, with the total period of study, including the extension, not to exceed eight years.

Article 23 Students who enroll as year 3 students are expected to complete their studies within two years. Students in the evening division bachelor's degree program for working professionals should take at least two years to complete their studies. They are expected to earn at least 72 credits, not including required physical education courses, in order to graduate. Students who have taken the required number of credits within two years of study and have been approved for study overseas may apply to extend their period of study before the final exam of the semester when they were scheduled to graduate. Students who are not able to complete the required number of credits within the regulation period of study may also apply to extend their period of study; however, in both cases, after the extension is approved by the Office of Academic Affairs, the total period of study, including the extension, should not exceed four years.

Students who have an official disability card or have been classified as physically or mentally disabled may apply for an extension of their period of study according to their condition and needs, with the total period of study, including the extension, not to exceed six years.

Article 23.1 Students in the second bachelor's degree program offered by the University's undergraduate division should complete their studies within one year to two years. The number of credits required for graduation is

governed by the individual programs, and shall not be less than 48 credits. Students who are not able to complete the required number of credits within the regulation period of study may apply to extend their period of study for a maximum of two years.

Article 24 Students who are pursuing a double major may apply to extend their period of study in accordance with the guidelines for students pursuing a double major.

Article 25 Undergraduate students in their fourth year of study who do not have sufficient credits to graduate and need to take or retake required courses that are offered only in spring semester during their study period extension, may take leave of absence during the fall semester of the extension and will not be required to register for fall semester.

Article 26 Master's program students are expected to complete their studies in one to four years. Master's program students are expected to earn at least 24 credits. The following programs have their own special requirements:

1. Students in the School of Management's MBA program are expected to earn at least 45 credits.
2. Students who are in other master's programs in the School of Management are expected to earn at least 36 credits.

The above-mentioned required numbers of credits do not include the credits for writing the thesis.

Article 26.1 Students in evening master's degree programs for working professionals are expected to complete their studies in one to four years. Students in these programs are expected to earn at least 30 credits. The following programs have their own special requirements:

1. Students in the College of Engineering's Advanced Technology R&D Master's Program for Working Professionals are required to earn at least 45 credits.
2. Students in the School of Management's EMBA master's degree programs for working professionals must earn at least 45 credits.

The above-mentioned required numbers of credits do not include the credits for writing the thesis.

Article 27 Doctoral program students are expected to complete their studies in two to seven years. Doctoral students are expected to earn at least 18 credits. However, doctoral students in the School of Management are expected to earn at least 24 credits, while those in the School's Department of Industrial Management should earn 30 credits..

The above-mentioned required numbers of credits do not include the credits for writing the thesis.

Article 28 If students in special evening master's or doctoral degree programs for working professionals or students who enroll in such programs as in-service teachers are not able to finish the required number of credits or their thesis within the regulation period of study, they may apply for an

extension of their period of study. The extension shall not exceed two years.

Article 28.1 Students who are pregnant, have recently given birth, or are caring for a child under three years old may apply for an extension of their period of study.

Article 29 The regulation period of study does not include semesters covered by reserved admission, retained enrollment status, or leave of absence.

Credits earned in the teacher training program cannot be counted toward the total credits for graduation.

Section II: Grading

Article 30 There are two kinds of student grades: academic and conduct. The grading system is based on a 100-point scale, with 100 points being the highest possible grade and 60 points being the lowest passing grade for undergraduate students. For graduate students, 100 points is the highest possible grade and 70 points is the lowest passing grade. Beginning with new students enrolled in the 2011-12 school year, the University has adopted an alphabetic ranking system, with A+ being the highest possible grade and C- being the lowest passing grade for undergraduates and B- being the lowest passing grade for graduate students.

Regarding the official procedure for converting grades from the 100-point system to the alphabetic system, please refer to the guidelines for student academic grades, which are set out separately.

Academic grades can also be assessed using a *pass* or *fail* system, but courses which propose using this system must first obtain the approval of the Academic Affairs Council.

Students who have failed a course are not allowed to take a makeup exam. If the failed course is a required course, the student must retake the course.

Article 31 The calculation of the number of credits awarded for a course is based on the principle of one hour per week of class for a semester equaling one credit, while two to three hours of practice or laboratory work per week will equal one credit. The number of class hours per week and the number of credits awarded for each course will be determined by the individual departments or graduate institutes.

Article 32 Academic grades are to be based on the following four assessments: class participation, pop quizzes, the midterm exam, and the final exam.

Students who take elective courses during their final semester of study will take all the exams for the courses at the same time as the other students in the courses.

Article 33 Academic grades for each course will be determined by the instructor based on class participation, pop quizzes, the midterm exam, and/or the final exam. The list of grades for each course will be sent to the Office of Academic Affairs to be entered into students' official records.

Article 34 The semester grade point average (GPA) for each student is to be calculated as follows:

- I. Calculation for semester grade point average (GPA)
 - a. The credit hours to be awarded for the course multiplied by the course grade equals the grade points for that course. The sum of all the grade points for all the courses taken is the total grade points for the semester.
 - b. The sum of all the credits to be awarded for the courses taken is the total credit hours taken for the semester.
 - c. The semester grade point average (GPA) is obtained by dividing the total grade points by the total credit hours taken for the semester. The average should be calculated to the second decimal place, with the third decimal place to be rounded up if five or more.
- II. Calculation for summer grade point average (GPA)
 - a. The credit hours to be awarded for the course multiplied by the course grade equals the grade points for that course. The sum of all the grade points for all the courses taken is the total grade points for the summer.
 - b. The sum of all the credits to be awarded for the courses taken is the total credit hours taken for the summer.
- III. Calculation for graduation grade point average (GPA)
 - a. The sum of all semester and summer grade points is the total graduation grade points.
 - b. The sum of all semester and summer credits taken is the total graduation credit hours taken.
 - c. The graduation grade point average (GPA) is obtained by dividing the total graduation grade points by the total graduation credit hours taken. The average should be calculated to the second decimal place, with the third decimal place to be rounded up if five or more.

For courses graded using the pass/fail system, the number of credit hours earned will be recorded, but the course will not be included in calculating grade point averages (GPA).

The calculation of grade point averages includes courses that students failed.

No grades will be recorded for semesters when students take leave of absence.

Graduate students are allowed to take undergraduate courses. However, the grades and credit hours from such courses will not be included in their semester grade point averages, and the credit hours cannot be counted toward their graduation requirements. In special circumstances, with the approval of the student's thesis advisor and department/graduate institute chair, credit hours and grades from undergraduate courses which the student has passed may be included in semester grade point averages and the credit hours counted toward graduation requirements, but such credits are not to exceed one third of the credit hours required for graduation.

On the transcripts of master's and doctoral program students, in addition to their graduation grade point average (GPA), their thesis defense examination grade will also be recorded.

Article 35 Once a student's semester grade for a course has been sent to the Academic Affairs Office by the instructor, the grade cannot be changed. However, if a mistake has been made in data entry or calculation, the grade can be corrected in accordance with the guidelines for instructors' correction or retroactive submission of semester grades, which will be set out separately.

Article 36 Students who take a leave of absence at the time of a final exam may apply for a one-time makeup exam.

Any student who takes a leave of absence at the time of a final exam because of official duties, serious illness, the loss of a family member or a time conflict between two exams may apply to take a makeup exam, and the grade recorded for the exam will be the actual grade given by the instructor. If students applying to take a makeup exam have taken a leave of absence for any other reason, the grade for the makeup exam will be calculated using 60 points or C- as the base grade for undergraduate students, and 70 points or B- as the base grade for graduate students, with the addition of 80% of any points over 60 for undergraduates and 80% of any points over 70 for graduate students.

Students who are pregnant, have recently given birth, or are caring for a child under three years old and have received approval for general or sick leave or maternity leave will not have points deducted from their semester grade for missing class; however, if the student is absent for more than a third of the course, the instructor can exercise flexibility in devising methods, based on the nature of the course, for the student to make up course work or exams. If the student takes a makeup exam, the grade recorded for the exam will be the actual grade given by the instructor.

Article 37 The guidelines regarding early graduation will be set out separately and filed with the Ministry of Education for future reference.

Article 38 The master's and doctoral degree thesis defense examinations should be held in accordance with National Taiwan University of Science and Technology Master's and Doctoral Degree Thesis Defense Examination Regulations which should be filed with the Ministry of Education for future reference.

Article 39 Students who are proven to have cheated on an exam will receive a grade of 0 for that course.

Students who have cheated on an exam will also be punished in accordance with the University's guidelines for rewards and penalties for student behavior.

Students who have performed well academically shall be rewarded in accordance with the guidelines for rewarding students with outstanding grades, which will be set out separately.

Chapter V – Short-Term Leave of Absence, Extended Leave of Absence, Resumption of Studies & Expulsion

Article 40 Students who are unable to attend class for any reason may apply for a leave of absence in accordance with the university's regulations governing student leave of absence.

Article 41 Students who encounter serious situations may apply for extended leave of absence.

New students and transfer students should complete their registration for their first semester before they apply for extended leave of absence.

Students who commit serious violations of school regulations may be required to take an extended leave of absence by a decision of the Student Affairs Committee.

Article 42 Extended leave of absence will be taken in units of one semester, with a maximum of four semesters allowed. However, in special circumstances, with the approval of the Dean of Academic Affairs, students may be allowed to take an additional one or two semesters of extended leave of absence. In the following circumstances, the suspension of studies shall not be counted against the four-semester limit on extended leave of absence:

1. Students who are called up for military service must submit a photocopy of their draft notice to apply for extended leave of absence and a photocopy of their official discharge certificate when they resume their studies.

2. Students who apply for an extended leave of absence due to pregnancy, recently giving birth, or caring for a child under three years old.

3. Newly admitted students who enter the Youth Education and Employment Savings Account Program between registration and the beginning of classes may apply for extended leave of absence for a maximum of up to three years.

Students who need to apply for an extended leave of absence should submit their application and receive approval no later than a week before each semester's final exams.

Article 43 Students who reach the end of their period of extended leave of absence or retained enrollment status must apply for resumption of studies before the registration deadline of the semester in which they are to resume their studies.

When students resume their studies, they should continue their original degree program in their department or graduate institute from the point where they left off. Students who started their leave of absence in the middle of a semester should resume their studies in the same school year or in the same semester of the next school year.

Article 44 Aside from students who voluntarily leave the University, any student determined to be in one of the following situations shall be expelled from the University:

- I. Have not registered before the registration deadline or have not applied for resumption of studies after the end of an extended leave of absence.

II. Have reached the end of the regulation period of studies yet failed to take the required number of credit hours, failed to pass a required course, or failed to pass the thesis defense examination.

III. As an undergraduate student, have accumulated two semesters in each of which the student failed at least half of the total credit hours. For overseas Chinese students, international students, Mongolian and Tibetan students who return from abroad to continue their studies, aboriginal students, students whose parents have been posted overseas for work, and students who meet the Ministry of Education's standards for outstanding athletes, if they accumulate two semesters in which they have failed at least 2/3 of the total credit hours.

IV. Graduate students in master's or doctoral programs who have failed their thesis defense examination twice

V. Graduate students in doctoral programs who failed to pass the qualifying exam for doctoral candidates

VI. In addition to the situations described above, students receiving punishment under the University's guidelines for rewards and penalties for student behavior may also be expelled or have their enrollment status cancelled.

Students who take 9 or fewer credits in one semester, or have an official certificate of disability or have been certified as special education students are not included in regulation situation III above.

Students who meet the Ministry of Education's standards for outstanding athletes will be dealt with according to the university's regulations for that program.

Article 45 Students who are expelled from the University may apply for proof of completed studies. However, students who have had their enrollment status cancelled by the University are not permitted to apply for any official document.

Students who do not agree with the decision to expel them or cancel their enrollment status may file an appeal within the required time limits in accordance with the guidelines for the Student Appeals Committee. Students may continue their studies while awaiting the decision of the Student Appeals Committee. However, if the Committee upholds the original decision, the date stated on the proof of completed studies certificate shall be the original date. For courses taken while the decision was under appeal, the student may apply for a separate proof of completed credits certificate.

Chapter VI – Applying for Department Transfer, Graduate Institute Transfer, Minors & Double Majors

Article 46 Currently enrolled students applying for a department transfer, graduate institute transfer, minor or double major must comply with the University's related guidelines.

Guidelines for students pursuing a minor and guidelines for students pursuing a double major are set out separately and have been filed for future reference with the Ministry of Education.

Chapter VII – Graduation and Academic Degrees

- Article 47 Undergraduate students who have fulfilled the following criteria and been validated by the University shall be awarded a bachelor's degree:
- I. Have completed the regulation period of study or have met the conditions of Article 37 concerning early graduation
 - II. Have taken the required number of credit hours and have passed all the required courses
- Article 48 Graduate students in master's programs who have fulfilled the following criteria and been validated by the university shall be awarded a master's degree:
- I. Have taken the required number of credit hours and have passed all the required courses
 - II. Have passed all the exams required under the regulations for the master's degree thesis defense exam
- Article 49 Graduate students in doctoral programs who have fulfilled the following criteria and been validated by the university shall be awarded a doctoral degree
- I. Have taken the required number of credit hours and have passed all the required courses
 - II. Have passed the doctoral candidate qualifying exam and all the exams required under the regulations for the doctoral degree thesis defense exam
- Guidelines for the doctoral candidate qualifying exam are set out separately.
- Article 50 Students in the teacher training program who have completed the graduation requirements for their department or graduate institute but have not yet completed the credit hours required for the teacher training program and still have time in their regulation period of study may apply to the teacher education center for permission to continue their studies in the teacher training program or may withdraw from the teacher training program and apply to the Office of Academic Affairs for permission to graduate.
Students directly pursuing a Ph.D. degree who reach the time limit for their degree program but have failed to pass their Ph.D. degree thesis defense examination may be awarded a master's degree under the conditions set out in the regulations for the direct pursuit of the Ph.D. degree.
- Article 51 The designation of degree names of each department/graduate institute/degree program shall be based on international practices and trends and refer to the Ministry of Education's reference handbook on Chinese and English degree names; it shall also be in accordance with each department/graduate institute/degree program's distinguishing features, curriculum content, field, and academic or professional practice directions. The regulations governing Chinese and English degree names, the criteria for conferral, and the awarding and registration of the degree diploma shall go into effect after being approved by meeting of

department/graduate institute/degree program and Academic Affairs Meeting.

Chapter VIII - Additional Rules

- Article 52 When a student experiences a major disaster or other adversity as defined by the educational authorities, matters relating to the student's entrance examination and eligibility, registration, payment of tuition and fees and course selection, requests for leave of absence, grades and credit waivers, requests for extended leave of absence, withdrawal from studies, resumption of studies, refunds of fees paid, time limits for completion of studies and graduation requirements will be handled in a flexible manner according to guidelines to be set out separately.
- Article 53 Matters not covered by the University's General Academic Regulations shall be handled in accordance with the relevant laws and regulations.
- Article 54 The aforementioned general academic regulations shall go into effect after being approved by a meeting of the Academic Affairs Council, reported to the University Assembly, and filed with the Ministry of Education for future reference.