

## General Provisions for Study

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### **Part 1      General Provisions**

- Article 1      These provisions were established in accordance with the University Act and other relevant regulations.
- Article 2      Except for matters covered by other established laws, matters related to admissions, deferred enrollment, study leave, resumption of studies, withdrawal, changes of major, transfers, score reviews, and graduation, will be handled in accordance with these provisions.  
Provisions for the studies and status of students who go abroad for study will be handled separately.
- Article 3      Students with double registration should be approved by both this university and the other concerned institution.  
Admission procedures for foreign students are in accordance with Procedures for Foreign Student Admissions, which are dealt with separately and implemented after reported to the Ministry of Education.  
The Twinning Program set by Ming Chuan University and Overseas Universities and Colleges are in accordance with the

Ming Chuan University and Overseas Universities and Colleges Procedures for Twinning Program, which are dealt with separately and reported to the Ministry of Education.

Article 4 Credits are mutually recognized between each department, section, and program at our university from the second semester in the first year to the second semester in the highest year (extended study is not included). Students can choose a minor or double major after finishing their first year. These procedures are dealt with separately and reported to the Ministry of Education.

Students applying for Focused Course Programs are to do so according to the Procedures for Establishing Inter-school and Inter-department Focused Course Programs.

Article 5 (Deleted)

Article 6 Once students have been accepted for studies, students' academic files will contain individual students' ID number, name, gender, date of birth, national ID number, nationality (for international students), place of residence (for overseas Chinese students), admission status, educational background, admission date, the school, department, section or specialized degree program to which admission has been granted, study leave information, resumption of study information, information regarding change of major (department, section or specialized degree program), Focused Course Programs, Teacher Education, information regarding minor, double major information, complete transcript, graduation date and degree received, withdrawal information, approval date for academic status, document serial number, names of parents or guardians, contact address, and telephone number.

## **Part 2 Undergraduate Division**

### **Chapter 1 Admission**

Article 7 Students who have graduated from public or recognized private high schools or those with equivalent status, and who have achieved qualifying scores on the joint college entrance examination can be admitted to Ming Chuan University as

freshmen.

Article 8 Students who have completed two semesters or more at any university, have graduated from university and finished military service (or do not have military obligations), have graduated from a vocational school or program and have achieved qualifying scores on a Ming Chuan University's transfer examination may be admitted for study in the relevant year. Students who have graduated from a domestic or overseas vocational school recognized by the Ministry of Education or have earned an equivalent degree and students who have finished military service (or have no military obligations) and achieve qualifying scores on a Ming Chuan University's entrance examination for a Three-year Work Experience Degree Completion Program may enter the respective program.

Article 9 Newly admitted students and transfer students are required to register and submit their verified graduation certificate and related documents on the assigned date, except for those who have approval from Ming Chuan University to make other arrangements due to acceptable reasons. Students who miss the registration date or do not submit the verified graduation certificate and related documents will have their admission status revoked.

If any cheating on the Entrance Examination is found and proven by evidence, the student's admission status will be revoked.

Article 10 New students who meet the following conditions and provide proper proof before the registration deadline may apply for deferred enrollment.

1. Students with critical illnesses requiring long recuperation periods who cannot register on the assigned date may apply for deferred enrollment; upon approval, the student's admission will be retained for one year.
2. Students who have been ordered to report for military service before registration can apply for deferred enrollment; upon approval, the student's admission will be retained. The certificate remains in effect three months after all the paperwork at the end of military service is completed. By the deadline of the deferred enrollment period, such students

must submit the certificate of completion of military service to register for study.

3. Students who are pregnant or just gave birth and thus need to delay registration can defer enrollment, upon approval, depending on their circumstances and needs.

Once deferred enrollment is approved, no fees need be paid.

Transfer students may not apply for deferred enrollment.

- Article 11 New students or transfer students should bring proper documents when registering at Ming Chuan University. Students who submit forged, counterfeit, or inappropriately altered documents will be faced with a First Level Expulsion upon discovery. In addition to notifying the offender's parents or guardians, the university will issue no documentation or academic achievement certificates to the student. If the student has already graduated, besides revoking the diploma, Ming Chuan University will publicly announce that this degree has been revoked.

## **Chapter 2 Payment, Registration, and Class Selection**

- Article 12 Students should register and pay all fees on the assigned date stated on the Registration Notice at the beginning of each semester.

- Article 13 Students, due to matters stated in above regulations are unable to register on the assigned date should provide proper proof to the Academic Affairs Division in advance to apply for delay registration. The maximum length for extension is two weeks. Students who fail to ask for extension or fail to make the registration deadline (including paying fees) will be compelled to withdraw from Ming Chuan University.

- Article 14 Students should select courses in accordance with the Procedures for Course Selection and the Course Selection Handbook announced for that current semester. Students who miss the deadline to complete the registration procedures (including paying fees), may not select courses. Procedures for Course Selection are dealt with separately.

- Article 15 Students taking summer courses must follow the Guidelines for Offering and Teaching Summer Courses.

Students taking courses from other universities are to follow the Ming Chuan University Procedures for Inter-collegiate Course Selection.

The above regulations are dealt with separately and are reported to the Ministry of Education for reference.

Article 16 (Deleted)

Article 17 Students who take a one-year course but finish only one of the semesters with a passing score will not have this course credit counted toward graduation. In the case of courses for which credits have been earned, have been waived or exempted, have identical course names, or have been repeated, the repeated course credits are not counted toward graduation.

Article 18 Students who extend their schooling (extended graduation) beyond the normal study period are required to complete registration procedures (including paying fees) on the assigned date listed on the Registration Notice for that current semester and take at least one course; otherwise, they will be forced to withdraw in accordance with relevant procedures. (Extended graduation students who have no courses or any make up credits for the current semester need to apply to take study leave.)

### **Chapter 3 Missing and Dropping Classes**

Article 19 Students who have approved leave are still categorized as being absent. Those who are absent without requesting leave are marked as skipping classes. Procedures for requesting leave have been dealt with separately.

Article 20 (Deleted)

Article 21 Students who are absent from any course (except for Official Leave) for more than one-third of the class meeting hours during a semester, will receive a grade of zero for that course's academic grade for that semester.

### **Chapter 4 Change of Major (Department, Section, or Specialized Degree Program) and University Transfers**

Article 22 Students studying for a bachelor's degree can apply to transfer

departments before the beginning of their second academic year (except for Focused Course Programs in the International College). Those who apply before the beginning of their third academic year to change their majors qualify to continue their third year of study if they transfer to departments in a related field, or qualify to proceed with the second year of study if they transfer to departments in an unrelated field. In addition, applicants may combine credits in related fields toward graduation in similar majors or minors. The number of transfer students in a given department cannot result in the class size exceeding the number approved by the Ministry of Education for each department. Switching sections within the same department (section or specialized degree program) will be conducted in accordance with the above provisions. Procedures for changing of majors are dealt with separately.

Article 23 Students may transfer departments, sections or specialized degree programs only once. But this does not apply to those who are covered by other regulations. Students must complete the required credits as listed by the departments, sections or specialized degree programs in order to graduate. Once the change is made, students cannot apply to transfer departments, sections or specialized degree programs or return to the original major. The excess credits (which are not applicable in the new department or section) that result from changing majors are not included in the total credits toward graduation.

Article 24 Departments with vacancies for students can hold examinations for students who wish to change majors, except for first-year students or for students who are to graduate that year. These examinations and related affairs are governed by the Ming Chuan University Transfer Student Admissions Committee.

Article 25 (Deleted)

## **Chapter 5 Study Leave, Withdrawal, Resumption of Studies, and First Level Expulsion**

Article 26 Students who apply for leave from studies and resumption of studies must note the following.

1. Students applying for study leave must obtain agreement

from their parents or guardians. Upon receiving approval and finishing leave procedures, students can receive a Proof of Study Leave.

2. Study Leave is processed in units of one semester and one academic year. When the study leave period reaches two academic years, students who are seriously ill or with special circumstances may apply for a maximum of two academic years' extension upon submission of proper documents.
3. No study leave for the current semester will be processed once all the examinations for that semester are finished.
4. Students who apply for study leave on account of serving in the military, being pregnant, giving birth, or nurturing small children should provide the related documents and will not have this period counted into their restricted study leave years.
5. Students who wish to resume study should return the Proof of Study Leave. Upon receiving approval, students can resume study in their original department and at the appropriate year-level or semester. Resumption of studies is always made at the beginning of the academic year or semester the student was in at the time the Study Leave was requested. If departments change or close in the interim, students will be advised of the appropriate department in which to resume their studies.

When departments of students' original majors have been changed or suspended, the University should advise students to transfer to another appropriate department.

Article 27      Students who meet any of the following conditions are required to apply for study leave.

1. Are seriously ill, or have legally contagious disease or diseases that jeopardize the public health (as diagnosed by public hospitals) and this period will not counted into their restricted study leave years.
2. Have violated university regulations, and the Awards and Punishment Committee has ordered a suspension for a specified period.
3. Have met the requirements in other regulations stated in the

Provisions for Study which result in study leave from this university.

- Article 28 Students who meet any of the following conditions must withdraw from university.
1. Upon review have been found unqualified to enter or transfer.
  2. Have failed to register or request an official registration extension before the deadline (including paying fees).
  3. Have failed to resume schooling on the assigned date.
  4. Have failed to achieve the required conduct grade.
  5. Have reached the deadline for graduation, and after a two-year extension, are still unable to finish the required courses and credits.
  6. Have compelled to withdraw by the Awards and Punishment Committee.
  7. Have exceed the required year period for Student Leave, yet the taken credits are lower than the requirements stated in the Provisions for Study.
  8. Have met the requirements in other regulations stated in the Provisions for Study result in withdraw from this university. Students need to obtain their parents or guardians' agreement prior applying for withdrawal.
- Article 29 Students who withdraw from university for reasons covered in Section 1, 4, and 6 in the preceding article cannot apply to enter the University again through transfer examinations.
- Article 30 Students who withdraw from university can apply for a Certificate of Completion, with the exception of the following:
1. Students who are unqualified to enter or transfer.
  2. Students who have forged diplomas or other documents.
  3. Students who have received a First Level Expulsion.
  4. Students who completed less than one semester of study.
- Article 31 Students who appeal their compelled withdrawal or expulsion in accordance with the student appeal system may resume their studies in this university prior to the decision being made; however, the original disciplinary action continues. If the appeal is rejected, students may file a legal appeal and take administrative legal action. If the authorities, supervising division, or administrative court decide to uphold the appeal, the case will



be processed according to the judgment.

Students who are permitted to resume studies in the abovementioned situation but cannot return on time due to special reasons should be given guidance regarding resumption of studies. Prior to resuming, such students should apply for study leave.

## **Chapter 6 Examinations, Grades, Makeup Examinations, Retaken Courses**

Article 32 The grades for Ming Chuan University undergraduate students consist of two kinds: academic (score of each course) and conduct. All grades are calculated and reported as a percentage, with the highest total grade being 100 and the passing grade being 60. The procedures for calculating students' final grades are dealt with separately.

Students who fail a course will not earn those course credits.

Article 33 Students' academic grade for each course will be assessed by the following three means.

1. Daily evaluation by their instructors.
2. Midterm examination during the semester.
3. Final examination at the end of semester.

The grades from above are calculated and reported as a percentage.

Instructors may alter the assessment means to accommodate teaching requirements.

Article 34 Students' final grade averages each for semester and for graduation are calculated as follows, with rounding up to the second decimal point.

1. The cumulative score comes from credits multiplied by the score for each course.
2. The sum of cumulative scores divided by each semester's total credits is the semester final grade average.
3. The final grade average for each semester includes data for any courses failed, but does not include summer session.
4. The sum of cumulative scores (including summer sessions) divided by total credits for all courses taken is the final grade average for graduation.

- Article 35 Once students' scores are sent to the Academic Affairs Division by faculty members, any corrections are processed in accordance with regulations.  
Procedures for student grade corrections are dealt with separately.
- Article 36 (Deleted)
- Article 37 Student's makeup examinations and retake courses are handled according to the following regulations:
1. An examination leave may be granted for important events, but only one opportunity is allowed for makeup examination.
  2. The Academic Affairs Division announces the makeup examination dates. Aside from cases approved by the president, no students will be allowed to take examination leave for a makeup examination. Students who miss makeup examinations will not be permitted to take another makeup examination.
  3. Students who fail a course cannot take a makeup examination to receive credit. For required courses, students should retake the course.
- Article 38 Undergraduate students, except those listed in Article 69, who fail half of the total credits of a given semester for two cumulative semesters will be forced to withdraw from the university.
- Article 39 Undergraduate students taking less than nine credits and students with disability ID are not restricted by Article 38 or Article 69.

## **Chapter 7 Credits and Years Required for Graduation**

- Article 40 Students can take no less than 16 and no more than 25 credits per semester during their first to third academic years. Students cannot take less than nine nor more than 25 credits per semester during their fourth year (and those in their fifth year). The maximum number of credits that Work Experience (Degree Completion Program) Students can take is decided in accordance with Undergraduate Division regulations; no fewer than nine credits may be taken.  
Students are required to apply for study leave if their course

credits are lower than the minimum course load requirements after they add/ drop courses.

Students applying for post-midterm course-reduction must do so in accordance with the Ming Chuan University Procedures for Post-midterm Course-reduction Application, which is dealt with separately.

Article 41 Students whose final grade average reaches at least 80 for the previous semester and who have approval from Chair of their department, section, or specialized degree program, may take one or two extra courses exceeding the maximum credits set in the preceding article. Students with special situations need to provide related certification to obtain approval from the president to reduce credits; they are not restricted by the minimum credit requirements stated in the preceding article. However, their credit total during any semester may not be lower than nine credits.

Article 42 After entering Ming Chuan University, transfer students must complete the courses and credits that their department requires. The credits earned in their original universities can be applied to waive Ming Chuan University courses, and they can continue studying with the appropriate year-level. Those who transfer into Ming Chuan University as university graduates should take at least one year of courses; those who enter as graduates of junior colleges should study at least two years. However, once such students start studying at Ming Chuan University, the credits for each semester should meet the regulations stated in Article 40 of the Provisions for Study.

Students applying for credit waiver must do so in accordance with the Procedures for Course Credit Waiver Application, regulations for which are dealt with separately.

Article 43 Ming Chuan University follows the system of academic years and semesters. Students in undergraduate programs are in principle expected to graduate in four years. Some departments, sections, or specialized degree programs extend the period of study for one or two years. Students who complete the required courses, meet the requirements of the university core courses, individual department's requirements stated in the department framework (including the required courses and credits), and

receive passing conduct and academic grades for each semester, pass the Service Learning, the university-wide basic competencies of English, Information Technology, Chinese, and Sports, and pass the core competencies of their department, are eligible for graduation. An extension of two years maximum may be granted if there are untaken or failed courses that needed to be completed. Students who cannot meet requirements at the end of the extension are compelled to withdraw from the university.

Students' graduation requirements are be dealt with separately. Students who finish credits required by the department section, or specialized degree program, but do not meet the requirements to apply for early graduation should register and take at least one course during the interim semester(s), and are not restricted as detailed in Article 40.

The Work Experience Class also adopts the system of academic years and semesters. Coursework for each degree is set for two or three years. Students who cannot complete all the credits on time, may apply for extension of up to two years.

If the required documents are supplied, students who hold a disability ID may apply for special case extension of up to four years for physical or mental reasons.

If needed, due to pregnancy or child-rearing, students can apply for a special case study extension for a maximum of 4 years.

Students need to complete all courses, meet the graduation requirements, and complete the University-leaving procedures prior to obtaining the diploma.

Article 43-1 The graduation requirements for foreign students are in accordance with the above regulation.

Foreign students in above who applied to the university as fifth-form graduates in the British education system need to complete 12 credit hours in addition to the required graduation total credit hours.

## **Chapter 8 Graduation, Degrees**

Article 44 Students who meet the above-listed requirements and graduate will be presented a diploma issued by this institution. They will

be issued bachelor's degrees in accordance with their requirements of departments, or specialized degree programs of their majors.

Article 45 (Deleted)

Article 46 Students whose bachelor's programs require an internship will be issued their bachelor's degrees when they finish the internship with acceptable average grades.

Article 47 Students with outstanding grades in bachelor's programs can apply to graduate one semester or one academic year early with approval from the University Affairs Committee. They must meet the conditions below.

1. Have completed all the required credits and having final average grade of 85 or higher for each semester, conduct score of 80 or higher, and physical education and military education scores of 70 or higher.
2. Remain among the top five percent of students for the same year-level within the department, section or specialized degree program every semester, or in top three places of the class.

## **Chapter 9 Name and Age Changes**

Article 48 Student's name, national ID number, and birth date should be based on the national ID documentation. Inconsistencies between the university records and the national ID should be corrected immediately.

Article 49 Current students and graduates of Ming Chuan University or students who have studied at Ming Chuan University may apply for changes of name, national ID number, or age. Applicants must provide valid documents issued by relevant authorities in order for the university to process documents appropriately.

## **Part 3 Graduate Programs**

### **Chapter 1 Admission**

Article 50 Applicants for master's or doctoral programs are required to hold a bachelor's degree from a public university, an accredited

private university or independent college in Taiwan, or a degree verified by the Ministry of Education-appointed authority of bachelor's, master's, or equivalent degree from an overseas college or university to be admitted through the admission channels to the master's or doctoral programs of Ming Chuan University.

Article 51 Standards to admit students in the master's and doctoral programs are in accordance with Articles 9, 10, and 11 of the Provisions for Study.

## **Chapter 2 Payments, Registration, Course Selection**

Article 52 Graduate students' registration is processed in accordance with Article 12 of Provisions for Study.

Article 53 Graduate students who delay registration are processed in accordance with Article 13 of Provisions for Study.

Article 54 Graduate students are to select courses based on Procedures for Graduate Student Course Selection and the Course Selection Handbook announced for that current semester. Students who miss the deadline to complete the registration procedures (including paying fees), may not select courses. Procedures for Graduate Student Course Selection are dealt with separately.

Article 55 Graduate students are required to take a minimum of three credit hours per semester. Those who have already completed two years of study face no such restriction. Students are required to apply for study leave if their course credits are lower than the minimum course load requirements after they add/ drop courses.

Article 56 (Deleted)

Article 57 Graduate students who take a one-year course but finish only one of the semesters with a passing score will not have this course credit counted toward graduation. If an undergraduate course is taken, it will be listed separately on the transcript and the corresponding credits will not be calculated into the total credits for graduation. In the case of courses for which credits have been earned, have been waived or exempted, have identical course names - except for Independent Research- or have been repeated, the repeated course credits are not

counted toward graduation.

### **Chapter 3 Credit, Grades**

Article 58 A minimum of 24 credit hours is required for graduating with a master's degree. A minimum of 18 credit hours is required for graduating with a doctoral degree prior graduation. (In both cases, the credits for thesis/dissertation are counted separately.) Students are to follow the standards set by their master's or doctoral programs, if requirements are higher than the preceding Article.

Article 59 Graduate students who apply for credit waiver must do so in accordance with the Procedures for Course Credit Waiver Application. Graduate students' academic grades of each course and conduct grades are calculated and reported as a percentage with the total grade being 100 and the passing grade being 70. For graduate students taking undergraduate level courses, 70 is considered the passing grade. For a course in which the grade received is below 70, students may not merely retake the examination for credit. If a required course is failed, it must be retaken. Aside from the passing grade of the preceding item, the standards set for graduate students are in accordance with Article 32 of the Provisions for Study.

Article 60 Graduate students' final average grades are a combination (50 and 50) of the final average course grades and the qualifying examination grades.

Article 61 Procedures for the calculation of conduct grades are dealt with separately. Those whose conduct grades fail to meet the standard will be forced to withdraw from university.

### **Chapter 4 Period of Study Required for Graduation; Qualifying Examinations**

Article 62 One to four years of study are required for a master's program, and two to seven years of study are required for a doctoral program. Work Experience graduate students who cannot

complete all required courses within the study period may apply to extend the period of study for up to two years.

Due to pregnancy, giving birth, or nurturing small children, with appropriate documentation, students can apply for a special exemption to extend study for a maximum of 4 years.

Article 63 (Deleted)

Article 64 The qualifying examination is handled in accordance with Ming Chuan University qualifying examination regulations. Regulations for graduate qualifying examinations are dealt with separately.

Article 65 The standards for graduate students applying for Study Leave and Resumption of Studies are in accordance with Article 26 of these General Provisions for Study.

Graduate students will be forced to withdraw from the university under any of the following conditions:

1. Have studied in excess of four years in a Master's program and have failed to complete the required subjects and credits, or have studied in excess of six years in an Executive Master's program and have failed to complete the required subjects and credits.
2. Have studied for seven years and have failed to complete the required subjects and credits in a doctoral program.
3. Have taken a qualifying examination in accordance with relevant department regulations for master's or doctoral candidates, but have not passed the examination.
4. Have failed the qualifying examination, and do not qualify for a retake, or have failed the examination upon retake.
5. Have failed to meet the registration deadline (including paying fees) or have exceeded the required year period for Student Leave and did not resume study.
6. Received 2<sup>nd</sup> Level expulsion from the Student Awards and Punishment Committee.
7. Have exceed the required year period for Student Leave, yet the earned credits are lower than the requirements stated in these Provisions for Study.
8. Fit the criteria of other regulations stated in these Provisions for Study resulting in withdrawal from this university.



## **Chapter 5 Transfer to another Graduate Program**

Article 66 Graduate students cannot transfer to other departments, sections, or specialized degree programs, or graduate programs from their original departments (graduate programs unless they receive approval from the department chair of both departments (director of both graduate programs) and the Dean of Academic Affairs Division. Transferring to other departments, sections, or specialized degree programs, or graduate programs is only permitted once, and students must apply before the beginning of the students' second academic year of study.

## **Chapter 6 Graduation, Degree Conferral**

Article 67 Graduate students who meet the following requirements are qualified for graduation.

1. Have completed all required courses, and have fulfilled the credit requirements.
2. Have passed the examinations of their respective departments (graduate degree programs) in accordance with the Master's Degree Conferral Regulations or the Doctoral Degree Conferral Regulations.
3. Have passing conduct grades for each semester.

Article 68 Students in masters' and doctoral programs who conform to all the preceding requirements will be issued a master's or doctoral degree certificate, and Ming Chuan University will confer a master's or doctoral degree upon them.

## **Part 4 Supplementary Provisions**

Article 69 Students in undergraduate programs with special status, including those from overseas, Mongolia and Tibet, indigenous students, children of overseas officials, and recommended students with distinguished sport achievements fail two thirds of the total credits for a given semester and half of the total credits for the following semester will be forced to withdraw from the University.

This regulation applies to students who were admitted prior to

2011-12 academic year.

Article 70 Merit and demerit procedures, conduct grade evaluation, and other relevant regulations are dealt with separately. Students who apply for deferred military service are dealt with in relevant regulations.

Article 71 Situations that are not regulated in Part 3 will be dealt with in accordance with the relevant articles in Part 2.

Matters not covered in these provisions will be dealt with in accordance with University Act, Enforcement Rules of the University Act, Degree Conferral Law, or other relevant regulations set by the Ministry of Education and the university.

Article 72 Upon being passed at the University Affairs Committee Meeting, these procedures were announced, implemented, and reported to the Ministry of Education for reference. Any revision must follow the same procedures.