

National Taipei University of Education School Regulations

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Part One

General Provisions

- Article 1 The National Taipei University of Education (hereinafter referred to as NTUE) has formulated these School Regulations in accordance with the University Act, the Enforcement Rules of the University Act, the Degree Conferral Act and relevant rules and regulations.
- Article 2 NTUE shall handle student status and other related matters in accordance with the provisions of the School Regulations unless otherwise provided by laws and regulations. Guidelines, key points and regulations may be separately formulated for various implementation measures.
- Article 3 The School Regulations are divided into four parts: General Provisions, Bachelor Degree Programs, Master's and Doctoral Programs (including in-service master's programs) and Supplementary Provisions. Except for the General Provisions and Supplementary Provisions, which shall be common standards for all categories of students, the regulations in other parts and chapters shall be applicable according to student admission channel and student status.

Part Two

Bachelor Degree Programs

Chapter One Enrollment and Enrollment Retainment

- Article 4 Students who graduated from a public or accredited private senior high school or above, or who have equivalent academic ability and are admitted through public entrance examination or screening may enroll in bachelor degree programs in NTUE. The enrollment methods and guidelines shall be separately formulated.
- Article 5 Foreign students may apply for admission in accordance with the provisions of the NTUE's Foreign Student Enrollment Regulations.
- Article 6 NTUE students and students from foreign universities and colleges may enroll in transnational dual degrees study in accordance with the provisions of the NTUE Regulations for Transnational Dual Degree Program Cooperation with Foreign Universities.
- Article 7 The enrollment of overseas Chinese students shall be handled in accordance with the Ministry of Education's Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.
- Article 8 The enrollment of students from Hong Kong and Macao shall be handled in accordance with the Ministry of Education's Regulations Regarding Study for Hong Kong and Macao Students in Taiwan.
- Article 9 The enrollment of students from the Mainland shall be handled in accordance with the Ministry of Education's Regulations Regarding Study in Institutions of Higher

Education for Mainland Students in Taiwan.

Article 10

Each college or department may conduct transfer examinations to recruit students if its enrollment quota approved by the Ministry of Education is vacant. However, transfers shall not be allowed for freshman and graduating students.

The vacancy in the preceding paragraph shall not include openings from retained enrollment, leave of absence from school or added openings. After transfer students have been recruited, the total number of students in each grade level shall not exceed the total number of new students approved by the Ministry of Education for that academic year.

Regulations for transfer enrollment shall be formulated by NTUE and implemented upon approval by the Ministry of Education.

Transfer examination matters shall be handled in accordance with the regulations of the admissions brochure formulated by the Transfer Admissions Committee.

Article 11

New students in any one of the following circumstances may apply to the Office of Academic Affairs with relevant supporting documents to retain their enrollment qualification before registration day:

1. Requiring long-term recuperation from a serious illness. Students shall provide a medical certificate issued by a National Health Insurance Administration designated regional hospital or above.
2. Enlistment notification for military service or a certificate of active service in the military.
3. Pregnancy, childbirth or raising children under three years of age.
4. Overseas Chinese students, Hong Kong and Macao students, Mainland students and foreign students who are unable to register and enroll at the school on time for some reason.
5. Participation in the Youth Education and Employment Savings Account Program.
6. Unable to enroll as scheduled due to other legitimate reasons.

Those applying to retain their enrollment qualification under Subparagraph 6 shall submit a description of the reason and purpose of their retainment with their application documents for special review and approval.

Students shall be limited to one application for retaining their enrollment qualification, and the retainment shall be limited to one academic year. However, for application under Subparagraphs 2 and 3 of Paragraph 1, the number of applications shall not be limited, the length of the retainment shall be in accordance with actual needs, and each application shall be limited to one academic year. Those applying under Subparagraph 5 of Paragraph 1 shall be limited to a maximum of three years of enrollment qualification retainment.

Except for pregnancy, childbirth or raising children under three years of age, transfer students shall not be allowed to apply for retainment of enrollment qualification.

Article 12

During registration, students shall submit (verify) relevant proofs of their academic qualifications (ability) in accordance with regulations.

Article 13

Enrolled new students and transfer students in any one of the following circumstances shall have their enrollment qualification revoked:

1. Failed to complete the enrollment procedure by the deadline.
2. Failed to meet enrollment or transfer requirements.

3. Falsely claimed, fraudulently used, forged or altered their proof of academic qualifications or level of study, or cheated in the entrance examination and found verified or sentenced as such.

Students under Subparagraph 3 who have already enrolled shall have their student status cancelled and shall not be issued any certification document.

Article 14

The school adopts a parallel publicly funded system and privately funded system. Publicly funded students are entitled to publicly funded teacher training during their period of study in accordance with the administrative contract for receiving public funds. Their rights and obligations shall be handled in accordance with the Regulations Regarding Government Grants and Service Assignment for Teachers Education Programs and relevant regulations.

The filling of vacancies from the waiting list for publicly-funded students who have applied for admission or assigned through examinations shall be handled in accordance with NTUE's Selection and Vacancy Filling from Waiting List Implementation Regulations for Publicly Funded Teacher Training.

Chapter Two

Registration, Payment and Course Selection

Article 15

Students shall pay tuition, miscellaneous fees and credit fees within the deadline and complete the registration procedure. New students or transfer students enrolling in the current academic year who fail to complete the procedures within the deadline shall have their enrollment qualification revoked. Returning students who fail to make payment within the deadline set in the official reminder issued by the school shall be regarded as being voluntarily on leave of absence from school and the absence shall be calculated into the allowable duration of absence. The fees payable shall be handled in accordance with the regulations for voluntary leave of absence.

The abovementioned returning students in the preceding paragraph who have two consecutive semesters of failing to complete the registration after payment reminders shall be ordered to withdraw from school. However, those who have been approved for delayed registration or deferred payment for special reasons shall not be subject to this provision.

Students who are unable to make the various payments by the respective deadlines for some reason may state their reason, payment deadlines and payment methods, and apply for deferred payment. However, the deferment period shall not exceed the last day of the tenth week of the current semester.

Article 16

Students shall pay tuition, miscellaneous fees and credit fees each semester. The fee standards shall be announced before registration.

Students who are extending their duration of study and who are registered for ten or more credits shall be charged the full tuition and miscellaneous fees. Those taking less than ten credits shall be charged the full miscellaneous fees and credit fees. Zero-credit courses shall be charged as one credit courses.

Students may apply for tuition and miscellaneous fee waiver in accordance with regulations. The standards and procedures shall be announced separately.

Refunds for leave of absence and withdrawal from school shall be handled in accordance with the provisions of the Regulations Governing Tuition and Miscellaneous Fee Collection for Institutions of Higher Education and the Regulations Governing Fee Collection from Students in Institutions of Higher Education and other relevant regulations.

Article 17

Required graduation credits and required courses shall be handled in accordance with the provisions of Articles 21 to 24 of the School Regulations, the new student undergraduate curriculum announced by the school for the academic year of enrollment and the NTUE Course Offering Implementation Regulations.

In the undergraduate curriculum in the preceding paragraph, students shall complete at least one of the following courses in their flexible course selection:

1. Advanced courses in the department.
2. Cross-domain professional modules offered by other departments or groups.
3. Credit program courses.
4. Micro credit program courses.
5. Professional education courses.

Student course selection and course add-drop shall be handled in accordance with the NTUE Course Selection Regulations.

Article 18 Service courses for students shall be handled in accordance with the provisions of the NTUE Professional Service Learning Course Implementation Regulations.

Article 19 Course recognition, credit transfer and waiver deadline, course proportion and other matters pertaining to inter-school pre-service teacher education courses shall be handled in accordance with the provisions of NTUE's Student Educational Programs Regulations and Inter-School Course Selection Implementation Regulations.

Article 20 Students applying for reciprocal course selection between different academic programs or courses in other schools due to special needs shall be handled in accordance with NTUE's Course Selection Regulations and Inter-School Course Selection Implementation Regulations.

Students applying for summer courses shall be handled in accordance with the NTUE Full-time Program Summer Course Regulations.

Chapter Three Duration of Study and Credits

Article 21 The duration of study for students in all departments in NTUE is generally four years and the total number of credits required for graduation is 128 credits. However, each department and degree program may increase the number of credits according to the characteristics of their specialty, and implement the requirements upon approval by the Academic Affairs Meeting. Overseas, Hong Kong or Macao students who are admitted in NTUE undergraduate programs based on graduation qualifications that are equivalent to the sophomore year of domestic senior high school (excluding those who have left school for more than two years and those who are placed after graduating from the National Taiwan Normal University Division of Preparatory Programs for Overseas Chinese Students) shall take at least an addition 12 credits of graduation credits. The additional subjects and curriculum shall be independently formulated by each department, and filed with the Office of Academic Affairs for reference upon review and approval by the department and college curriculum committees.

Subject and credit requirements for students who have taken pre-employment teacher education courses and publicly funded students shall be handled in accordance with the provisions of the Student Educational Programs Regulations, the Professional Teacher Education Courses Credit Transfer and Waiver Regulations and the Pre-employment Professional Teacher Education Courses Subject Comparison Table Implementation Regulations set out by NTUE.

Students in any one of the following circumstances may extend their study duration. Application shall be on a yearly basis and extensions shall be limited to one semester per application.

1. Failed to complete the required department subjects and credits within the study duration.
2. Failed to complete the required subjects and credits for approved minor and double majors.
3. Failed to complete the required subjects and credits for education programs or

other credit programs.

4. Went abroad as an NTUE approved exchange student.

5. Pregnancy, childbirth and raising children under three years of age.

6. Mental condition and learning needs due to physical and mental disabilities.

7. Failed to graduate within the study duration due to other legitimate reasons.

Those applying to extend their study duration under Subparagraphs 1-4 of the preceding paragraph shall submit their application together with their application for graduation credit review.

Those applying to extend their study duration under Subparagraph 7 of Paragraph 4 shall include their reason, purpose and study schedule with their application document for review and approval.

For those who qualify under Subparagraphs 1-4 of Paragraph 4, the total extension period for each subparagraph is limited to two years.

Double majors qualifying under Subparagraph 2 who have completed the required subjects and credits of their original department within 2 years of extension but who failed to complete the required subjects and credits of their additional department may extend their study for a maximum of another one year. The total length of extension under Subparagraph 5 and Subparagraph 7 shall be determined on a case-by-case basis. The total length of extension under Subparagraph 6 shall be a maximum of four years.

Students extending their study duration who complete the graduation credits required by their department may apply for the issuance of a degree certificate during the semester of completion.

Article 22 Credit calculation for each subject in NTUE shall generally be one credit for one hour of teaching per week or a full 18 hours of teaching. However, internships or experiment courses may be one credit for two hours per week or a full 36 hours. Physical education is a required subject for students in freshman to junior year.

Article 23 Department requirements for the number of credits taken by students in each semester shall be handled in accordance with the NTUE Course Selection Regulations. However, those who meet the requirements of Article 50 shall not be subject to this provision.

Article 24 The eligibility to apply for transfer to a higher grade or credit transfer and waiver for subjects and credits taken by students before (after) enrollment shall be handled in accordance with the NTUE Student Credit Transfer and Waiver Implementation Regulations.

Chapter Four Leave, Absence and Skipping Classes

Article 25 Students who are unable to attend classes for some reason shall apply for leave in advance from the Office of Student Affairs. Those taking sick leave for more than one day shall provide a medical certificate from NTUE Health Center, Counseling Center or a hospital. Those taking more than three days of sick leave shall provide a medical certificate from a hospital. Those unable to apply for leave in advance due to an unexpected incident shall submit a make up leave application in accordance with leave procedure. The leave procedures for students are separately formulated.

Article 26 Students who are absent with approved leave shall be considered absent from class. Those who are absent without applying for leave or without approved leave shall be considered as having skipped class.

Article 27 Students missing one half or more of the total teaching hours in a particular subject shall be suspended in accordance with regulations, and the semester grade for that particular subject shall be a zero.

Article 28 Approved official leave or maternity leave shall not be regarded as absenteeism.

Chapter Five	Department (Group) Minor, Double Majors and Transfer
Article 29	Student application for department minor shall be handled in accordance with the NTUE Undergraduate Student Department Minor Regulations.
Article 30	Student application for double majors shall be handled in accordance with the NTUE Student Double Majors Regulations.
Article 31	Student application for department (group) transfer shall be handled in accordance with the NTUE Student Transfer Implementation Regulations.
Article 32	Publicly funded students transferring to other department (group) in NTUE or transferring to another school shall repay the public funds, and shall be issued a certificate of study and transcripts only after the public fund has been re-paid.
Chapter Six	Leave of Absence from School and Resuming School
Article 33	<p>Students may apply for leave of absence from school on a semester or academic year basis. The cumulative leave of absence from school shall generally be two academic years (including mandated suspension). Students needing to re-apply for a leave of absence from school due to a serious illness or special incident at the end of an absence shall provide relevant supporting documents. Upon special review and approval, the leave may be further extended for up to two academic years.</p> <p>The application deadline for leave of absence from school during the semester is the end of the sixteenth week of the NTUE calendar. Late applications shall not be accepted.</p> <p>The courses already taken during the semester by students who have been approved for leave of absence from school shall be automatically regarded as withdrawn, and shall be deleted from the course selection system.</p> <p>Students on leave of absence from school shall not have enrollment status, and shall not apply for graduation.</p> <p>Students applying for leave of absence due to pregnancy, childbirth, raising children under three years of age or military service shall submit the documents required by NTUE with their application. Upon approval, the leave of absence shall not be counted into the limit of the leave duration.</p> <p>New students applying for leave of absence under participation in the Youth Education and Employment Savings Account Program shall submit relevant documents for processing. The cumulative leave of absence shall be limited to three years and shall not be counted into the limit of the leave duration described in Paragraph 1.</p>
Article 34	<p>Students who are on leave of absence from school for one semester shall be non-completed at the class level in which they were originally enrolled in. Students who are on leave of absence from school for one to two academic years shall be considered non-completed at the grade level in which they were originally enrolled in when resuming school.</p> <p>In case of any changes or discontinuation of their department during the abovementioned non-completion in the preceding paragraph, the school shall counsel the students to resume their study in appropriate departments.</p>
Article 35	<p>Students on leave of absence from school who intend to resume school early shall submit an application before school begins, and complete the registration procedure within the deadline.</p> <p>Students resuming their enrollment at the end of their leave of absence from school shall complete the registration procedure within the deadline. Those wishing to extend their leave of absence from school shall apply before school begins. Those who fail to meet the deadline shall be handled in accordance with the provisions of Article 15 and Article 36.</p>

Chapter Seven	Withdrawal and Expulsion from School
Article 36	<p>Students in any one of the following circumstances shall be ordered to withdraw from school:</p> <ol style="list-style-type: none"> 1. Failed to complete the registration procedure within the deadline and has exceeded the limit of leave of absence from school, or two consecutive semesters of failing to complete the registration procedure after being reminded. 2. Failed to complete required department courses and credits by the expiration of the study duration. 3. Withdrawal from school in accordance with the provisions of the NTUE Student Reward and Disciplinary Regulations.
Article 37	<p>For students who voluntarily apply to withdraw from school, those who have not reached the age of majority shall be required to obtain the consent of their parents or guardians before proceeding the withdrawal procedure.</p> <p>The deadline for students to apply for withdrawal in the current semester is the end of the 16th week on the announced NTUE calendar. Applications shall not be accepted after the deadline.</p>
Article 38	<p>Students ordered to withdraw from school and those who voluntarily apply to withdraw shall proceed with the withdrawal procedure with the Office of Academic Affairs. Those who have completed one or more semesters of school and obtained grades shall be issued a certificate of study upon approval of their student status qualification. However, those who fail to meet enrollment or transfer qualification or who have been expelled from school shall not be issued any certificate of study.</p>
Article 39	<p>Students who fall under the circumstance of Article 13 Paragraph 1 Subparagraph 2 shall not be issued any certificate of study. Those found in the aforementioned circumstance after they have graduated from NTUE shall have their graduation qualification revoked, and shall be ordered to return the degree diploma issued by NTUE.</p>
Article 40	<p>Students who believe that their order to withdraw from school or expulsion is illegal or is an inappropriate violation of their rights and interests and who object to the administrative procedure may file an appeal in accordance with the NTUE Student Appeal Regulations. During the processing of the appeal, the student under the disciplinary action may continue to study at NTUE pending the outcome of the appeal.</p> <p>If the appeal outcome maintains the original disciplinary action, academic results received between the time the appeal is submitted to the confirmed outcome of the appeal shall not be recognized.</p> <p>If students under the disciplinary action of the preceding paragraph have filed an appeal in the school but have not received any assistance, they may file a petition and administrative litigation in accordance with the law.</p> <p>If the original disciplinary action is revoked by a superior authority or administrative court, the school shall formulate other disciplinary actions. For students who received the abovementioned other disciplinary actions in the preceding paragraph and allowed to resume school but who are unable to resume school in time due to special circumstances, the school shall provide guidance for resuming school. Make-up application for leave of absence from school may be made for the period of absence prior to resuming school.</p>
Chapter Eight	Performance Evaluation
Article 41	<p>The evaluation of student academic performance in each semester shall generally be conducted in the following two ways:</p>

1. Routine tests: Given by course instructors during the semester.
2. Mid-term and final exams: The exam period shall be set by the Office of Academic Affairs and shall be independently arranged and conducted in class by course instructors.

The semester grade for each subject shall be calculated by course instructors based on the combined scores of the two types of test in the preceding paragraphs.

The submission, registering, postponement and modification of grades in the preceding paragraphs and grades for summer courses shall be handled in accordance with the NTUE Student Grades Management Regulations.

Article 42 Student performance is divided into two types: academic and conduct. Student performance is generally calculated on percentile points, with 100 points being the full score. Passing grade for undergraduate students is 60 points, and passing grade for those taking cross-study master's and doctoral courses is 70 points.

Relevant regulations on student conduct scores shall be separately handled in accordance with the NTUE Student Conduct Evaluation Regulations.

Article 43 The calculation method for average academic grade during the semester and the overall average graduation grade shall be as follows:

1. Average semester academic grade = Semester cumulative points/ semester course credits taken.

Semester cumulative points = All subject grades × All subjects credits.

2. Overall average graduation grade = Total cumulative points/ Total course credits taken.

Total cumulative points = Sum of cumulative semester points of all the semesters.

Article 44 Students who missed an exam without a valid reason shall be given a score of zero for that exam. Those who are unable to take an exam due to reasons such as official leave, bereavement leave or hospitalization for serious illness shall be permitted leave and make-up exam, which shall be handled by the course instructor of each subject.

Students who are approved for personal (sick) leave and maternity leave for pregnancy, childbirth or raising children under three years of age shall not be penalized any points for being absent. If the number of missed hours exceeds one-half of the total teaching hours of the semester, make-up exams or other remedial measures may be flexibly adopted as necessary for the subject grade in accordance with needs and the nature of the subject. The grades for make-up exams shall be calculated as with actual exams, and shall not be subject to the provisions of Article 27 of the School Regulations.

Article 45 Decimal points in various student grades shall be rounded. Average semester academic grades and graduation grades shall be rounded to the nearest two decimal places.

Article 46 Students with failing semester grades in required courses shall re-take the courses.

Article 47 Students who are found to have cheated during exams shall be given a score of zero for that particular subject, and shall be given appropriate disciplinary actions based on the severity of the offense in accordance with NTUE's Examination Room Regulations and Student Reward and Disciplinary Regulations.

Article 48 Early graduation for students shall be handled in accordance with the NTUE Student Grades Management Regulations.

Article 49 The examination papers for student admissions and transfers shall be kept by the school for one year for reference or review by the competent educational administrative agency.

Various in-school student examination papers and assignments shall be independently kept by course instructors for at least one semester. Student grades shall be properly logged in and permanently kept.

Chapter Nine

Graduation and Degree

Article 50

If students are unable to graduate as scheduled due to insufficient credits, and the missing credits must be retaken or made up in the second semester of the extended study duration, the students may apply for a leave of absence from the first semester and be exempted from registration. However, those who register shall be required to take least one subject; otherwise, they shall be regarded as having not completed the registration procedure and shall be handled in accordance with the provisions of Article 15 and Article 36 of the School Regulations.

Whether the credits taken by students in cross-study master's and doctoral courses are counted as graduation credits shall be handled in accordance with the regulations of each department.

Article 51

Students who meet the following requirements shall be allowed to graduate and issued a degree diploma by NTUE:

1. Completed their study within the duration of study and satisfied subject, credit and grade requirements.
2. Satisfied the graduation standards set by the NTUE and separately set by each department.

The abovementioned separate graduation standards set by each department in the preceding paragraph shall be approved by the department and college affairs meetings, signed by the Office of Academic Affairs, and approved by the University President.

Chapter 10

Other

Article 52

The student status management, department (group) transfer, department minor, double majors and other related matters of degree program students may be governed by department related provisions in this Part.

Part Three

Master's and Doctoral Programs (including in-service master's programs)

Chapter One

Enrollment

Article 53

The master's and doctoral programs (including in-service master's programs) in this Part refer to the classes offered by NTUE through open admission examinations or screening examinations (selection).

Article 54

Anyone graduating with a bachelor degree or above from an accredited domestic university or independent college, or an overseas university that meets the provisions of the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education, the Regulations Governing the Assessment and Recognition of Mainland Academic Records and the Regulations Governing the Verification and Recognition of Hong Kong and Macao Academic Records set out by the Ministry of Education or who have equivalent academic qualifications may enroll for study in a master's degree program at NTUE upon acceptance by the NTUE entrance examination or screening (selection) for master's programs and in-service master's programs.

Article 55

Anyone graduating with a master's degree or above from accredited domestic university or independent college, or an overseas university that meets the provisions of the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education, the Regulations Governing the Assessment and Recognition of Mainland Academic Records and the Regulations Governing the Verification and Recognition of Hong Kong and Macao Academic Records set out by the Ministry of Education or who have equivalent academic qualifications may enroll for study in a doctoral degree

program at NTUE upon acceptance by the NTUE doctoral entrance examination or screening (selection).

Article 56 Graduating bachelor's program or master's program students who are eligible for direct admissions to a doctoral program shall be handled in accordance with the provisions of the NTUE Student Direct Admissions to Doctoral Program Regulations.

Article 57 Enrolled new master's program, doctoral program or and master's in-service program students who are found in any one of the following circumstances shall have their enrollment qualification revoked:

1. Failed to complete the enrollment procedure by the deadline.
2. Failed to meet enrollment or transfer requirements.
3. Falsely claimed, fraudulently used, forged or altered their proof of academic qualifications or level of study, or cheated in the entrance examination and found verified or sentenced as such.

Students under Subparagraph 3 who have already enrolled shall have their student status cancelled and shall not be issued any certification document.

Article 58 Those who are admitted through the master's program, doctoral program and in-service master's program admissions entrance examination and who meet the eligibility requirements specified in the admissions brochures may apply for enrollment registration one semester in advance.

Article 59 New master's program or doctoral program and in-service master's program students enrolled through entrance examination who are in any one of the following circumstances may apply respectively to the Office of Academic Affairs or the Office of Continuing and Extension Education with relevant supporting documents to retain their enrollment qualification before registration day.

1. Require long-term recuperation from a serious illness. Students shall submit a medical certificate issued by a National Health Insurance Administration designated regional hospital or above.
2. Enlistment notification for military service or a certificate of active service in the military.
3. Pregnancy, childbirth or raising children under three years of age.
4. Overseas Chinese students, Hong Kong and Macao students, Mainland students and foreign students who are unable to register at the school on time for some reason.
5. Participation in education internship.
6. Unable to enroll as scheduled due to other legitimate reasons.

Those applying to retain their enrollment qualification under Paragraph 1 Subparagraph 6 shall submit a description of the reason and purpose of their retainment with their application documents for special review and approval.

Students shall be limited to one application for retaining their enrollment qualification, and the retainment shall be limited to one academic year. However, in applications under Subparagraphs 2 and 3 of Paragraph 1, the number of applications shall not be limited, the length of the retainment shall be in accordance with actual needs, and each application shall be limited to one academic year.

Chapter Two Registration and Course Selection

Article 60 Master's and doctoral programs students shall complete the registration procedure within the deadline. Those who are unable to complete the registration procedure as scheduled due to illness or other special incident shall submit relevant documents within one week of registration day to obtain approval for make-up registration. New students who fail to register by the deadline shall have their enrollment qualification revoked. Returning students who fail to complete

payment within the deadline set in the official reminder issued by the school shall be regarded as being voluntarily on leave of absence from school and the absence shall be calculated into the allowable duration of absence. The fees payable shall be handled in accordance with the regulations for voluntary leave of absence.

Those with two consecutive semesters of failure to complete registration after payment reminders shall be ordered to withdraw from school. However, those who have been approved for delayed registration or deferred payment for special reasons shall not be subject to this provision.

Students who are unable to make the various payments by the respective deadlines for some reason may state their reason, payment deadlines and payment methods, and apply for deferred payment. However, the deferment period shall not exceed the last day of the tenth week of the current semester.

Article 61

In addition to the provisions stipulated in the NTUE School Regulations and other relevant NTUE articles, the credits and courses required for master's, doctoral and in-service master's programs shall also be based on the respective new student master's, doctoral and in-service master's curricula announced by NTUE for the academic year of enrollment and the provisions of the NTUE Course Offering Implementation Regulations.

The selection, addition and withdrawal of courses for master's, doctoral and in-service master's program students shall be handled in accordance with NTUE's Course Selection Regulations and In-service Master's Program Students Course Regulations. Inter-school course selection shall be handled in accordance with the NTUE Inter-School Course Selection Implementation Regulations.

Article 62

Thesis advisors for master's, doctoral and in-service master's thesis shall generally be full-time teachers of NTUE and appointed in accordance with the provisions of the Degree Conferral Act. If necessary, part-time teachers or teachers outside the school may be appointed upon approval by the department, college and degree program director.

Chapter Three

Study Duration, Credits, Grades, Leave of Absence from School and Withdrawal from School

Article 63

The duration of the master's program is generally one to four years; the duration of the doctoral program is generally two to seven years.

Students in any one of the following circumstances may apply for an extension of their study duration. Extension shall be based on a yearly application and limited to one semester per application.

1. Failed to complete the required department (college, degree program) courses within the limit of the study duration or unable to complete thesis due to existing employment (employment shall be at least six continuous months per year).
2. Physical condition, mental condition and learning needs due to physical and mental disabilities
3. Pregnancy, childbirth and raising children under three years of age.
4. Failed to complete the required subjects and credits of approved double major.
5. Failed to graduate within the study duration due to other legitimate reasons.

Those applying for an extension of study duration under Paragraph 2 Subparagraph 5 shall provide their reason, purpose and study schedule with their application documents for review and approval.

For those qualifying under Subparagraph 1 and Subparagraph 2 of Paragraph 2, the total extension period is limited to two years. The total extension period under Subparagraph 3 and Subparagraph 5 shall be determined on a case-by-case basis. Double majors qualifying under Subparagraph 4 who have complete the required

subjects and credits of their original department but who failed to complete the required subjects and credits of their additional department may extend their study for a maximum of two academic years.

Article 64

The study duration for in-service master's program, night program and weekend program students is generally one to four years. The study duration for summer programs is generally four to six years. Those who fail to complete their required courses or thesis within the limit of the duration of study may extend their study duration upon the approval of their advisor or thesis advisor, department, college or program director, and the Dean of the Office of Continuing and Extension Education.

The total extension for night programs, weekend programs and summer programs is limited to two years.

Students in any one of the following circumstances shall not be subject to the two-year extension limit in the preceding paragraph:

1. Pregnancy, childbirth and raising children under three years of age.

2. Failed to complete the required subjects and credits of approved double major.

3. Failed to graduate within the study duration due to other legitimate reasons.

Those applying for an extension of study duration under Paragraph 2 Subparagraph 3 shall provide their reason, purpose and study schedule with their application documents for special review and approval.

The total extension period under Subparagraph 1 and Subparagraph 3 of Paragraph 2 shall be determined on a case-by-case basis. Double majors qualifying under Subparagraph 2 who have complete the required subjects and credits of their original department, college or degree program but who failed to complete the required subjects and credits of their additional department, college or degree program may extend their study for a maximum of two academic years.

The application deadline for **extending study duration** is the end of the sixteenth week of the NTUE calendar (for summer programs, the deadline is the seventh week of the Office of Continuing and Extension Education summer calendar). Late applications shall not be accepted.

Article 65

Leave of absence from school for master's, doctoral and in-service master's program students shall be on a semester or academic year basis. The cumulative leave of absence from school shall generally be two academic years (including mandated suspension from master's and doctoral programs), of which the leave of absence for summer in-service master's program shall generally be two summers. Upon the expiration of the leave of absence from school, those who need to re-apply for an extension due to serious illness, special incidents or other legitimate reasons shall submit their application and relevant supporting documents for special review and approval. The maximum length of the additional extension shall be two academic years.

The deadline for applying for leave of absence from school during the semester is the end of the sixteenth week of the NTUE calendar (for summer in-service master's programs, the deadline is the seventh week of the Office of Continuing and Extension Education summer calendar). Late applications shall not be accepted.

The courses already taken during the semester by students who have been approved for leave of absence from school shall be automatically regarded as withdrawn, and shall be deleted from the course selection system.

Students on leave of absence from school shall not have enrollment status, and shall not apply for graduation.

Students applying for leave of absence due to pregnancy, childbirth, raising children under three years of age or military service shall submit the documents required by NTUE with their application. Upon approval, the leave of absence shall not be counted into the leave duration limit.

Article 66 Students enrolled in an in-service master's class program shall not apply for transfer to other in-service master's program or full-time programs.

Article 67 Students in master's programs and in-service master's programs shall complete at least 24 credits, and doctoral students shall complete at least 18 credits. The actual subject and credit requirements shall be determined by each department, college and degree program.

Graduation thesis shall not be counted into the credit requirement of the preceding paragraph.

Article 68 The academic evaluation method for all subjects in the master's, doctoral and in-service master's programs shall be in accordance with the regulations for bachelor's programs. The passing score is 70 points. Those with failing scores shall not be given make-up exams, and shall be required to re-take the subject.

The grades of undergraduate courses and all teacher education program courses taken by master's, doctoral and in-service master's program students shall not be included into the grade calculation of the current semester and overall average graduation score; Credits shall be given to passing grades but shall not be included into the minimum required graduation credits for obtaining a master's or doctoral degree.

The methods for calculating the average semester academic grades, total academic average grades and overall graduation grades for master's, doctoral and in-service master's programs are as follows:

1. Average semester academic grade = Semester cumulative points/ semester course credits taken.

Semester cumulative points = All subject grades × All subjects credits.

2. Overall average academic grade = Total cumulative points/ Total course credits taken.

3. Total cumulative points = Sum of semester cumulative points for all semesters.
Overall graduation grade = Overall average academic score × 50% + degree examination grade × 50%.

Article 69 Master's and doctoral program students in any one of the following circumstances shall be ordered to withdraw from school:

1. Failed to complete their required department, college and degree program subjects and credits by the end of their study duration.

2. Failed their degree examination and do not qualify for re-examination, or qualified for re-examination but failed after one re-examination.

3. Failed their doctoral degree candidate eligibility examination, and continued to fail after two re-examinations. Master's degree programs with candidate eligibility examination shall be likewise handled.

4. Failed to complete the registration procedure within the deadline and has exceeded the limit for leave of absence from school, or two consecutive semesters of failing to complete the registration procedure after being reminded.

5. Withdrawal from school shall be in accordance with the provisions of NTUE's Graduate Students Doctoral and Master's Degree Examination Implementation Regulations and Student Reward and Disciplinary Regulations.

Article 70	<p>In-service master's program students in any one of the following circumstances shall be ordered to withdraw from school:</p> <ol style="list-style-type: none"> 1. Failed to complete their registration by the deadline or failed to resume school by the end of their leave of absence from school. 2. Failed to complete their required department (college and degree program) subjects and credits by the end of their study duration or by the end of their approved extended study duration, or failed to pass their degree examination. 3. Failed their degree examination and do not qualify for re-examination, or qualified for re-examination but failed after one re-examination. 4. Failed their doctoral degree candidate eligibility examination, and continued to fail after two re-examinations. In-service master's degree programs with candidate eligibility examination shall be likewise handled. 5. Withdrawal from school shall be in accordance with the provisions of the NTUE's In-service Master's Program Degree Examination Implementation Regulations and Student Reward and Disciplinary Regulations. 6. Those not in any of the circumstances in the preceding paragraphs but who voluntarily applied for withdrawal from school.
Chapter Four Article 71	<p>Double Majors and Department, College and Degree Program Transfers The provisions of Article 30 shall be applicable to master's program (in-service master's program) students doing double majors.</p>
Article 72 Chapter Five	<p>Newly-added articles pending filing shall not be announced for the time being. Graduation and Degree</p>
Article 73	<p>Master's, doctoral or in-service master's program students who meet the following requirements shall be allowed to graduate and conferred a master's or doctorate diploma by NTUE:</p> <ol style="list-style-type: none"> 1. Completed the required subjects and credits within the study duration. 2. Passed the various examinations required by their department, college and degree program for obtaining a degree.
Article 74	<p>Master's, doctoral or in-service master's program students who qualify for education program but who failed to complete the education program shall be allowed to graduate in the semester of completing the education program. However, the period shall not exceed the maximum length of the study duration.</p>
Article 75	<p>Diplomas for master's, doctoral or in-service master's programs shall be conferred in January during the first semester and in June during the second semester. However, those who have completed the required graduation subjects and credits and satisfied the minimum study duration but who have not taken other non-thesis related subjects during the semester of the degree examination may be issued their diploma after in the month of passing their degree examination and completing their school leaving procedure.</p> <p>In-service master's program students shall be handled in accordance with the provisions of the In-service Master's Program Degree Conferral Guidelines</p>
Article 76	<p>Matters not addressed in this Part shall be handled in accordance with the provisions of the articles in Part Two.</p>
Part Four Article 77	<p>Supplementary Provisions New students and transfer students enrolling in NTUE shall log in to the department system to register their personal student information. The name and date of birth registered in the student information shall be in accordance with their personal identification card. Students with any discrepancy between the information in their enrollment qualification documents and their personal identity card shall make corrections through formal channels; otherwise NTUE shall not issue any document of proof to the students.</p>

- Article 78 Students with any change in their personal information shall submit relevant household registration documents from within the last three months to the school to apply for change.
- Article 79 The rights and obligations of publicly funded students shall be handled in accordance with the relevant regulations of the Ministry of Education and NTUE. The channels and procedures for protecting the rights and interests of scholarship students, complaints and reliefs shall be handled in accordance with the regulations formulated by the Personnel Office, Office of Research and Development, Center for Teaching and Learning Development and the Office of Student Affairs of NTUE
- Article 80 Regulations for the enrollment status of students who go abroad for official business, exchange or other reasons shall be separately formulated.
- Article 81 The School Regulations are announced and implemented upon approval by the University Affairs Meeting and the University President.