

## Taipei National University of the Arts Statutes

Amendments ratified by Ministry of Education Letter Tai Gao (2) Zi No. 0930178199, dated January 11, 2005

Amendments approved by the 1<sup>st</sup> University Affairs Meeting in the 1<sup>st</sup> Semester of Academic Year 2006 on October 31, 2006

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## **Chapter One: General Provisions**

Article 1 The Statutes of Taipei National University of the Arts (hereafter the University) are based on the University Law, the Enforcement Regulations of the University Law, the Degree Conferral Act, and the Arts Education Law.

Article 2 The enrollment of students in the University and related matters, unless otherwise stated by the law, are governed by the Statutes. Enforcement regulations shall be written separately.

## **Chapter Two: Undergraduate Programs**

## **Section One: Admission**

Article 3 Any applicant who is a graduate from any public senior high school, legally registered private senior high school, or any overseas senior high school that is recognized by the Ministry of Education, or anyone who has equivalent academic credentials in accordance with the law, may pursue undergraduate study at the University.

The above overseas academic credentials shall conform to relevant regulations regarding academic credentials assessment and recognition.

Article 3.1 Outstanding undergraduate students who are going to graduate at the end of their current academic year may apply for direct admission to doctoral programs in accordance with the Ministry of Education's Regulations for Students' Direct Admission to Doctoral Programs, and the University's relevant regulations.

Article 4 Admission of international students shall be governed by the "TNUA Regulations Regarding International Students Admission," to be established separately in accordance with the Ministry of Education's Regulations Regarding International Students Undertaking Studies in Taiwan. The Regulations of Students Admission shall be subject to approval by the Ministry of Education.

Article 4.1 The University, in accordance with the Ministry of Education's regulations, may provide overseas programs and post bachelor's degree conversion programs.

The regulations for post bachelor's degree conversion programs shall be established separately.

Article 5 Admission of transfer undergraduates shall be governed by TNUA Regulations Regarding Students Admission. The rules for the application process shall be established separately.

Article 6 (deleted)

Article 7 The University, considering its needs and upon approval by the university's admission committee, may accept applicants from recommendation from college star program, personal application, four-year technical schools and two-year junior colleges to undergraduate degree programs through a process of recommendation and screening.

Article 8 New students and transfer students must report to the University and complete registration in accordance with the regulations. Anyone who fails the deadline for reporting to the University shall be considered to have no intention to pursue their study at the University, and their admission will be annulled.

Article 9 The regulations for enrollment deferment are as follows:

1. New students (including transfer students and students coming through the recommendation/screening process) may ask to defer their enrollment in the event of serious illness that requires long-term recuperation or other special circumstances (including pregnancy, childbirth, or the need to take care of children under three years of age) that prevent them from beginning their study when the semester starts. They must produce medical and other related proof from registered private or public hospitals. when submitting an enrollment deferment application to the Office of Academic Affairs. They may defer their enrollment after the applications are approved.

2. Enrollment deferment may last for only one year.

However, if during the deferment the student is drafted into military service, he may produce proof of military service and ask to extend the deferment.

Upon completion of military service, the student may produce proof of discharge from the military and ask to resume his enrollment.

Those who have undergone catastrophes and have been categorized by the Ministry of Education as Students of Catastrophe may apply to the Office of Academic Affairs for enrollment deferment by post and submit related proof to complete the procedure afterwards. Meantime, they may ask a proxy to conduct the application. If the student is unable to start studying after one year, he or she may file a special request to extend the enrollment deferment.

High school graduating students who attend "Youth Education and Employment Savings Accounts Program" can defer their enrollment.

Enrollment deferment may last for three years.

Article 10 New students and transfer students must produce graduation certificates, or equivalent academic certificates, or documents for transfer, proof of enrollment, and other necessary documents, when they register. Students proven to have submitted academic documents that are forged, doctored, or belong to others shall have their student status revoked. Students proven by the University or convicted by court of cheating on entrance

exams shall be denied admission. They shall not be entitled to receiving any academic documentation or transcripts certifying their education at the University. Their parents or guardians shall be informed of the situation, and the students shall bear all legal responsibility. If such violations are uncovered after graduation, they shall be ordered to return their degree certificates, and public announcements shall be made concerning the annulment of their degrees.

Article 10.1 All new students and transfer students must submit a student status form when reporting to the University.

The student status form will record in detail the student's basic information, department, student ID number (ARC for international students), permanent address, mailing address, pre-admission academic credentials, guardians, family condition, and changes to the enrollment. The form shall be kept permanently.

## **Section Two: Payment, Registration, and Course Selection**

Article 11 Students must pay all required fees for a semester by the stipulated deadlines. Students shall have all courses withdrawn for a semester if they fail to pay the credit fees within three weeks after completing one third of that semester. This regulation applies to:

1. Students who are extending their study in undergraduate programs and Seven-year Programs
2. Graduate students
3. Students in professional training master's programs
4. Students who take courses in programs
5. Students who take English proficiency courses
6. Other students in different schooling system who take professional training master's programs
7. Graduate students who take other courses based on different schooling system.

Those who are unable to pay the credit fees due to economic difficulty or other critical matters, shall file an appeal to their departments before the deadline, which may request to extend the deadline in accordance with the administrative procedures.

If their numbers of credits taken do not reach minimum requirement of the semester, Students of Catastrophe do not have to pay full tuition and miscellaneous fee. Instead, they may only pay credit fee based on actual

numbers of credits taken.

Article 12 Students must register by the deadline of each semester. The University shall announce the registration note separately.

Article 12.1 Students who wish to take a leave of absence from their study may ask to have a refund of their payments in accordance with the Ministry of Education's Guidelines for Refunds for Withdrawn and Suspended University and College Students. However, Students of Catastrophe may waive regulations about refund of the Guidelines.

Article 13 Anyone who misses the registration deadline shall be seen as having no intention to study at the University. New students, except for those who have received permission for deferred enrollment or for leaves of absence due to serious illness and special circumstances (including pregnancy, childbirth, and the need to take care of children under three years of age), shall have their admission annulled. Current students, except for those who have received permission to delay registration or take a leave of absence, shall be ordered to take a leave of absence after one third of the semester has passed. After they are asked to complete the procedure for taking a leave of absence but still fail to do so, they shall be withdrawn from the University, unless their failure to comply is the result of circumstances beyond their control.

Any student ordered to take a leave of absence shall be withdrawn from the University, should the student no longer have a full semester for the leave. Students of Catastrophe may apply to the Office of Academic Affairs for enrollment deferment by post and submit related proof to complete the procedure afterwards.

Article 14 When selecting courses, students should refer to the information of the courses available for the semester. They should observe the course selection guidelines and credit requirements stipulated by their respective departments.

Article 15 The regulations stipulating the number of credits for each semester are as follows:

1. Each student shall take at least 16 credits each semester. However, beginning from the last year of their program, the number of credits shall not be fewer than nine.
2. For students who are in the last semester of their program or who delay

their graduation, if the remaining courses they are required to take carry fewer than nine credits, they may choose to take those courses only. If the remaining credits required of graduation are from courses to be offered in the second semester, students may be exempt from registering and allowed to take a leave of absence for the first semester. However, if they choose to register, they must register for at least one course.

3. Under special circumstances, students may take fewer credits than required or no credits at all, upon approval by the chairpersons of their departments.

Article 16 The restrictions for course selection are as follows:

1. Students may not repeat a course that they have already passed.
2. Students may not select courses which meet at the same time, or they shall be withdrawn from the courses.
3. A year-long course may have a particular sequence of study for the two semesters. Unless they have obtained written permissions from the departments and the course instructors, students may not take such courses in a reverse order. Students who fail in the first semester may still continue in the second semester if they obtain approval by their departments and course instructors.

Article 17 Students must observe the deadline for adding and dropping courses. No request to add or drop courses shall be accepted beyond the deadline. If students miss the deadline under special circumstances, they may file an appeal to their departments, which may process the add/drop request in accordance with the administrative procedures. The students may receive some form of punishment. For those who fail to complete course add/drop in accordance with the regulations, the added courses, together with the grades and credits, shall not be recognized, while the dropped courses shall remain with the students.

Students who cannot continue a course under special circumstances after the course add/drop deadline may apply for withdrawal from the course under the University's Regulations for Course Withdrawal.

Article 18 When necessary, the University may arrange summer courses. The regulations shall be established separately and sent to the Ministry of Education for reference. The credits earned in summer courses are



separate from the credits earned during regular semesters. Grades from summer courses are not considered in the calculation of the grade average for regular semesters. However, the credits and grades from summer courses shall be considered in their graduation evaluation.

Article 19 Students of the University may select courses from other schools under the University's Regulations for Cross-school Course Selection. The Regulations shall be reported to the Ministry of Education for reference.

### **Section Three: The Time Limit for Study, Credits, Grades, and Make-up Exams**

Article 20 Unless otherwise stated in other regulations, the University adopts a system based on both course credits and academic years. The maximum length of study for all undergraduate programs is four years (except for those admitted to the Department of Music before Academic Year 1999, those admitted to the Department of Fine Arts before Academic Year 2002, and those admitted to the Department of Theater Arts before Academic Year 2003, in which case the course period was five years). The maximum length of study for the Department of Dance's Seven-year Program is seven years. The Department of Dance's original five-year program was discontinued in Academic Year 2001. The maximum length of study for two-year program is one to two years. Undergraduate students who fail to complete the required courses and the required credits within the regular time limit may extend their studies for a maximum of two years. Two-year program students may extend their studies for a maximum of one year. The maximum length of study for students in the first to third grade of the Seven-year Program is three years and may extend for only one year. Undergraduate students who are physically or mentally challenged may extend their study for a maximum of four years if their physical, mental, or learning conditions call for such an extension. If students of catastrophe fail to complete the required courses and the required credits within time limit, they may file a special request to apply for extension of their length of study. Anyone who fails to meet the graduation requirements after the extension shall be withdrawn from the University. Students who are pregnant, who have given birth, or who have to take care of their own children under the age of three, may extend their study for a maximum of four years. The University's schools, institutes, and departments may design the programs when necessary. The enrollment, required number of credits,

and length of study for such degree programs shall follow the regulations of respective departments and institutes of the University. Students who fulfill the degree programs' graduation requirements shall receive the degrees. The creation of other types of programs shall be governed by the University's program regulations.

Article 21 The number of required credits for different departments' degree programs, University-designated compulsory courses, and department-designated compulsory courses, shall be determined separately.

Undergraduate students' length of study is four years, and their graduation credits may not be fewer than 128. If the length of the program is not four years, the number of graduation credits shall increase or decrease in line with the length of the study.

In accordance with Standards for Recognition of Equivalent Educational Level As Qualified for Entering University, students from foreign countries, Hong Kong or Macau, who enter the University with the equivalence of second year high school students in Taiwan, have to take extra twelve credits before they complete the degree within the regulated maximum length of study. The above excludes those who have graduated from high school for more than two years and those who receive placement permission into the University after their completion of Preparatory Programs for Overseas Chinese Students, NTNU.

Article 22 Outstanding students who fulfill all graduation requirements a semester or a year early may graduate early. Outstanding students refer to those whose grades average 80 or higher each semester, and who are among the top 15 percent of the students in the same year of their departments. These students' eligibility for early graduation shall be determined by their respective departments.

Article 23 The number of credits is in principle calculated on the basis of weekly course hours: a weekly course hour for a full semester translates into one credit. The number of credits for practical training or technical courses shall be determined separately in accordance with the needs of the courses.

Article 24 Credit transfer and exemption shall be governed by the University's Regulations for Credit Transfer and Exemption, which shall be reported to the Ministry of Education for reference.

Article 25 Students' academic grades are in principle calibrated on a scale from zero to one hundred.

Article 26 The regulations for student rewards and punishments are established separately and reported to the Ministry of Education for reference.

Article 27 The regulations for evaluating students' academic performance are as follows:

1. The evaluation of students' academic performance shall be conducted by course instructors through in-class tests, mid-term examinations, final examinations, and other forms of test and evaluation. Examination rules shall be established separately. When evaluating academic performance of Students of Catastrophe, departments and institutes may adjust methods of evaluation based on different natures of each course.
2. The grades of the courses are determined by the instructors based on the students' performance in in-class evaluation, tests, mid-term examinations, final examinations, and other forms of test and evaluation.
3. The grades of the courses are rounded off by the instructors based on the results of all evaluations described in the preceding subparagraph. Grade sheets must be submitted completely to the Registration Section under the Office of Academic Affairs by the deadline set in the University calendar.

Article 28 Students' grades, once submitted by the instructors to the Registration Section under the Office of Academic Affairs, may not be altered. If an instructor indeed made a mistake in grading because of carelessness, the instructor must produce documentation concerning the mistake. Respective departments (committees) shall hold meetings to discuss the case, and after their approval, the case shall, before the next semester starts, be referred to the University's first academic affairs meeting of the next semester.

Article 29 The regulations for the grading of students' performance are as follows:

1. Students' perfect grade is 100 and 60 is the passing grade.
2. For special courses or courses with specific considerations, their method of evaluation, upon approval by the department (committee) meeting and the University's academic affairs meeting, may take the form of either "pass" or "fail."

3. According to the student's actual progress, the graduation dissertation and graduation production may be temporarily recorded as "incomplete," or "production in progress." The course will not be taken into consideration when the semester's average grade is calculated, and the grade of the course received in the future will not be amended to the transcript for that semester. Courses adopting this form of grading must be taken consecutively; no interruption may be allowed. Students must also receive one or two "passes" following the course schedules set by respective departments, so that their credits and grades may be recognized.
4. Student who do not receive the passing grade or who receive a "fail" for a course shall not receive credit for that course.

Article 30 The rules for calculating average semester grades and graduation grades are as follows:

1. The formulated grade of a course is the result of multiplying the grade of a course by the number of credits of that course.
2. The total number of credits is the sum of all credits, except for those from courses in which evaluation takes the form of "pass" and "fail."
3. The total formulated grade is the sum of the formulated grades of all courses.
4. The average grade of a semester is the result of dividing the total formulated grade by the total number of credits.
5. The average grade of a semester incorporates all courses taken, including those that students have failed or received an injunction for taking examinations, but excluding those credits which are considered separately, as well as summer courses.
6. The graduation grade is the result of dividing the sum of formulated grades from all semesters (including summer courses but excluding courses with separate credits) by the sum of credits from all semesters (including summer courses but excluding courses with separate credits).

Article 31 Any student who fails to achieve two thirds of the credits targeted for a semester shall be withdrawn. This Article does not apply to students who are physically or mentally challenged and Students of Catastrophe.

Article 32 The stipulation in Article 31 does not apply to students who take fewer than nine credits in a semester.

Article 33 There shall be no make-up exams for any failed courses. If they are required courses, they must be retaken.

Article 34 During the examination period, students, because of school duty, severe sickness, mourning, pregnancy, the need to take care of children under three years of age, maternal leaves, or other special circumstances, may produce proof and take leaves of absence upon approval. Course instructors may arrange make-up exams and the grades shall be submitted to the Registration Section of the Office of Academic Affairs within one week of the start of the following semester.

Article 35 Students must obtain passing grades in both semesters for a year-long course, so that the credits for the course may be recognized as part of their graduation credits. The rule does not apply to semester-long courses.

#### **Section Four: Requests for Leaves of Absence, Missed Classes, and Unapproved Absence**

Article 36 Students who cannot go to class must ask for leaves of absence in accordance with the regulations governing student affairs.

Article 37 Students' absences fall into two categories: approved absence (including business leaves and sick leaves), which have received permission; and unapproved absence where students' request for a leave has been rejected or whose permitted leave has been overstayed. Absence is handled in accordance with the following rules:

1. For courses where absences are involved (excluding absence occasioned by school duty, pregnancy, childbirth, approved leave for taking care of children under three years old, and maternal leave), grades shall be given at the instructors' discretion
2. Except for participation in particular projects exempted by the Ministry of Education, any student whose length of approved absence accumulates to one third of the total course hours for the semester (including time spent overseas) shall be ordered to take a leave of absence from the University
3. Students who accumulate 45 hours of unapproved absence shall be withdrawn from the University.

**Section Five: Inter-department Transfer, Minors, Double Majors, and Cross-university Transfer**

Article 38 The regulations for inter-department transfer, minors, double majors are as follows:

1. Student who wishes to transfer to another department must submit his or her requests by May 1 of each year. Students may transfer only once during their study at the University.
2. The graduation requirements for transfer students all follow the stipulations by the departments they have transferred to.
3. In the case of students who have to repeat the second year after the transfer, the repeated year will not be considered in the calculation of the time limit permitted by the departments they have transferred to.
4. Students in the first to third year of the Seven-year Program may not transfer to other departments. After entering the undergraduate program, they are subject to the same regulations governing all undergraduate students.
5. Detailed rules governing transfers to other departments (institutes) shall be provided by the Regulations for Inter-Department (Institute) Transfers, which shall be reported to the Ministry of Education for reference.
6. All undergraduate students, beginning from the second year till the last semester of the regular study (excluding the years of extension) may pursue a minor at the University or other universities. The regulations shall be provided separately and reported to the Ministry of Education for reference.
7. Outstanding students may pursue a double major at the University or other universities. The regulations shall be provided separately and reported to the Ministry of Education for reference.

Article 39 The University may accept transfer students from other universities and colleges when necessary. The enrollment regulations are as follows:

1. The University, considering the openings of different departments, may have individual departments and the Office of Academic Affairs jointly assess the possibility of accepting transfer students. Once approved by the board of admission of the year, the departments may enroll transfer students from other universities and colleges.
2. The University enrolls transfer students openly. The enrollment

procedure and the date and subjects of the examination shall be determined in accordance with related regulations. Details will be available in the annual enrollment announcement.

3. Applicants for transfer to the University must observe the regulations that require them to produce documentation from their original schools (student IDs and transcripts), or their graduation certificates obtained from junior colleges.
4. The University may assign the transfer students to the second or third year according to their academic backgrounds, intentions, and examination results.
5. Students who have been withdrawn by a previous school because of violations to school rules, or whose student status has been revoked, may not apply for transfer to the University.

**Section Six: Leave of Absence, Withdrawal, and Revocation of Student Status**

Article 40 Undergraduate students (including those in the first to third grade of the Seven-year Program) who after registration wish to take a break from study must apply for a leave of absence with the Registration Section under the Office of Academic Affairs. A letter of consent from the student's parents or guardians with their signatures must be attached to the application and be submitted before the final examinations of the semester start. The application must be approved for the leave to become legitimate. The application period starts at the beginning of each semester (February 1 or August 1) until the time prior to the completion of three quarters of the semester. No application shall be accepted beyond the deadline.

The deadline for the aforementioned application is based on the University calendar. If the day falls on a holiday, it shall be postponed to the following day.

New students and transfer students must register for their first semester before they may submit a leave of absence application.

Article 41 Students may take a leave of absence for one semester, one academic year, or two academic years. Accumulated length of the leave of absence may not exceed two academic years. However, if a student cannot resume study after a two-year leave because of serious illness, they may produce medical proof from registered private or public hospitals, or other related

documents and ask to extend the leave until full recovery. The application must be approved by the president of the University. However, the maximum length of study must still follow the regulations of the University.

Students of Catastrophe may apply to the Office of Academic Affairs for leave of absence by post and submit related proof to complete the procedure afterwards; under such circumstances, they do not have to do the registration procedure, do not have to pay tuition and miscellaneous fee, and do not have to follow the regulations of the University regarding maximum length of leave. If they are unable to resume study after a two-year leave, they may file a special request to apply for extension of leave.

Article 42 Students who during the leave of absence are drafted into military service may ask to extend the leave. A copy of the draft order must be attached to the application. The time in the military service is excluded from the calculation of the length of leave. Upon completion of the military service, the student may apply for a return to the University. The application must be supported by the order of discharge from the military.

Students who, due to pregnancy, childbirth, or care for children under three years of age, wish to apply for a leave of absence or an extension to their current leave may do so with medical documentation from registered private or public hospitals, or other related proof. Leave under such circumstances is excluded from the calculation of the maximum length permitted for leave of absence.

High school graduating students who attend "Youth Education and Employment Savings Accounts Program" can defer their enrollment. Enrollment deferment may last for three years.

Article 43 Students falling under one of the following descriptions shall be ordered to take a leave of absence from the University.

1. Failing to meet the registration deadline without permission, or failing to register after the permitted leave of absence expires.
2. Anyone meeting the descriptions in the second subparagraph of Article 37.
3. Those who have contracted communicable diseases and are unlikely to recover quickly shall be withdrawn from the University due to public health concerns after their conditions are certified by the University doctor or by regional or higher hospitals under the Department of



Health classification pursuant to Article 12 of the Communicable Disease Prevention Act, which requires authorities to take steps to prevent the spread of communicable diseases.

Article 44 Other leave of absence-related regulations are as follows:

1. If students take an authorized leave of absence, their academic grades during the leave of absence are all disregarded. During the leave of absence, they may not apply for inter-department transfer, or change of majors.
2. Students who are ordered to take a leave of absence must return to the University to complete the procedure for leaving school within two weeks of the arrival of the University letter notifying them of the order.

Article 45 The regulations for resumption of study are as follows:

1. When their leave of absence ends, students shall return to study in the semester immediately following. The application period is between the start of the semester (February 1 or August 1) and the start of class. Failure to complete the study resumption procedure within the period shall be regarded as indication that the student has no intention to resume study and they shall be withdrawn from the University. The deadline for the application described in the first subparagraph is stipulated in the University calendar.
2. When students resume study, they should return to the original departments, and to the year or semester following the one they completed prior to the leave. Students who broke off in the middle of a semester shall return to the original year of study.
3. Students who take time off their study in accordance with the third subparagraph of Article 43 must produce medical proof of health from regional or higher-level hospitals under the Department of Health classification when applying for resumption.

Article 46 Students falling under one of the following descriptions shall be withdrawn from the University.

1. Those who fail qualification verification for new students and transfer students.
2. Anyone who meets the descriptions in the first or second paragraph of Article 13 of the TNUA Statutes.

3. Those who fail to apply for resumption of study upon expiration of the leave of absence.
4. Those whose academic grades meet the descriptions in Article 31 of the Statutes.
5. Those who fail to achieve the minimum graduation credits after the end of permitted maximum extension to study.
6. Those who are disciplined with a withdrawal in accordance with the stipulations in the Statutes.

Article 47 Withdrawal and revocation of student status are handled according to the following regulations and procedures:

1. Undergraduate students (including those in the first to third grade of the Seven-year Program) who wish to withdraw from the University must produce a letter of consent from their parents or guardians with their signatures when submitting applications to the Registration Section under the Office of Academic Affairs.
2. Those who have their student status revoked under Article 10 of the Statutes because of imposture or forged documentation during the enrollment process shall not be entitled to any certificates or transcripts for the study.
3. Those who have their student status revoked in accordance with the Statutes shall not receive any certification whatsoever related to their study at the University.
4. Those who have completed at least one semester of study at the University before they ask to withdraw or are ordered to withdraw shall be entitled to documentation certifying their study at the University, unless they meet the descriptions in the second or third subparagraph of this Article.

Article 48 Before executing the disciplinary actions leading to admission cancellation, forced leave of absence, withdrawal or revocation of student status in accordance with the regulations as stipulated in the Statutes, the students involved shall be given a chance to defend themselves within a certain period. Students who hold that the University's decision leading to forced leave of absence, withdrawal or revocation of student status violates the law or infringes their rights may file an appeal, supported with proof, in accordance with the regulations stipulated by the

University's Students Appeal Committee. Until the Committee returns a final verdict, the students will be allowed to continue studying at the University. However, if the Committee upholds the University's original decision, the students' grades achieved during the appeal period shall be disregarded.

Those who prevail and are allowed to be reinstated after the appeal conducted in accordance with the preceding paragraph may ask for permission for retroactive leave for the period of absence prior to the reinstatement if under special circumstances they cannot resume study in time. The retroactive leave is not considered in the calculation of the maximum length of permitted leave of absence.

### **Section Seven: Graduation and Degrees**

- Article 49
1. Students who achieve minimum graduation credits, complete all required courses and credits with passing grades, and pass the University's English proficiency test required of undergraduate students (required of all students admitted to undergraduate programs, including transfer students, since Academic Year 2005), shall graduate. The regulations for the University's English proficiency test shall be provided separately.
  2. Students who take minors, double majors, or teacher training programs are governed by related regulations.
  3. If an undergraduate undertakes courses in a similar academic field or undertakes courses in an interdisciplinary degree program and satisfies the requirements set out in the first paragraph of this Article, the University may award the student a bachelor's degree on the basis of the student's academic field(s), courses taken, and requirements met, without being bound by the regulations of the school, department, or degree program that the student was originally admitted into governing subjects and courses.  
The accreditation standard of similar academic field shall be categorized on curriculums and implemented after being adopted by each academic affairs meeting.  
Application deadline: Students shall apply no later than one semester before graduation.

- Article 50 Based on Degree Conferral Act, graduates shall receive degree certificates from the University, and their degrees shall be conferred pertaining to

their respective departments. The certificates shall print year and month of graduation. For graduation in the first semester, the certificate shall print January; for graduation in the second semester, the certificate shall print June.

The certificate shall indicate student's name, birth date, school, institute department, program, major, date of graduation, degree title and certificate number; students who have completed all the requirements of their double majors and minors in the University or other universities shall also have the names of the university and department indicated in their degree certificates.

### **Chapter Three: Master's and Doctoral Programs**

#### **Section One: Enrollment**

Article 51 Those with undergraduate degrees from registered universities, independent colleges, or overseas institutions recognized by the Ministry of Education, or those with equivalent educational level under the definition of related laws and regulations, or undergraduate students who are expecting their degrees in the current academic year and meet the requirements of related master's programs, may apply for admission to master's degree programs of the University. The above undergraduate students, once they pass the entrance exam or the screening process, and have received the expected degrees before admission, they shall be accepted to the master's degree programs.

. The aforementioned overseas academic credentials shall conform to relevant regulations regarding academic credentials assessment and recognition

Article 51.1 Those with master's degrees from registered universities, independent colleges, or overseas institutions recognized by the Ministry of Education, or those with equivalent educational level under the definition of related laws and regulations, or graduate students who are expecting their degrees in the current academic year and meet the requirements of related doctoral programs, may apply for admission to the University's doctoral degree programs. The above graduate students, once they pass the entrance examination or the screening process, and have received the expected master's degrees before admission, they shall be accepted to the University's doctoral degree programs.

The aforementioned overseas academic credentials shall conform to relevant regulations regarding academic credentials assessment and recognition.

Article 51.2 Graduate students who have studied for at least one year in master's degree programs of the University and have achieved outstanding grades may apply for direct admission to doctoral programs under the Ministry of Education's regulations for direct admission to doctoral programs and the University's related regulations.

Article 51.3 Master's and doctoral students who have passed the recommendation/screening process may apply for registration during the semester prior to the beginning of the academic year. The applicant must still remain at TNUA for the duration of their course and pass the required total number of credits. Students may not defer registration. Further regulations regarding registration will be provided separately.

Article 52 Foreign students may apply for admission in accordance with the University's Regulations Regarding International Students Admission. They shall be admitted to master's or doctoral programs once their applications are approved.

Article 52.1 Any students from mainland China must produce the following documents when registering:

1. The ID card of mainland China.
2. A single-visit visa.
3. Original academic certificates.
4. A notarized (verified) financial statement.
5. Notarized (verified) medical documentation of health.
6. Notarized (verified) documentation of valid insurance policies against medical expenses and injuries during study.

Students from mainland China who have been unable to enter the country after one third of the first semester of their first academic year may ask to have their enrollment deferred.

## **Section Two: Course Selection**

Article 53 Graduate students shall select courses according to the course offerings for the semester under the advice of their respective departments and institutes. They shall also observe the details and regulations concerning course selection and credit requirements laid down by their departments and institutes.

Article 54 The number of credits that graduate students shall take each semester shall be determined by their respective departments and institutes.

Graduates students whose undergraduate training is not related to their graduate programs may need to take additional courses, which shall be determined by their respective departments and institutes.

Article 55 In accordance with the regulations laid down by their departments and institutes, graduate students may select their advisers from among the professors, who will guide them through course selection, learning and research. The students' graduation dissertations, graduation productions or technical reports must be approved by their advisers, and then by the chairpersons of their departments and institutes before being registered with the Office of Academic Affairs.

### **Section Three: The Maximum Length of Study, Credits, Grades, Transfer, and Withdrawal**

Article 56 Master's students study for one to four years; doctoral students study for two to seven years. However, students who are enrolled in the capacity of professionals pursuing a graduate degree while working, may extend their study for one year if they fail to complete all required courses within the maximum length of study, or fail to complete their dissertations. If Students of Catastrophe fail to complete all required courses or their dissertations within the maximum length of study, they may file a special request to apply for extension of their length of study.

Students who are directly admitted to doctoral programs shall be governed by the preceding paragraph concerning the maximum length of study beginning from the time they are admitted to the doctoral programs.

The qualification of students that may be allowed to enroll in a graduate program in their capacity of professionals while working shall be described in the enrollment rules for the master's degree program.

Article 57 The number of credits that master's and doctoral students must take shall

be determined by their respective departments and institutes. However, for master's programs, the number of credits may not be lower than 24, and for doctoral programs, it may not be lower than 18. The number of credits does not include the requirements for graduation dissertations, graduation productions, or technical reports.

Article 58 Grading for graduate students:

1. For graduate courses, the perfect grade is 100 and the passing grade is 70. No make-up examination is allowed for a failed course. If the failed course is a requirement, it must be repeated.
2. A course of a special nature or designed with a specific purpose may adopt the form of either "pass" or "fail" to describe the students' performance if the department, institute or the University's academic affairs meeting approves such a form of evaluation.
3. The evaluation for "graduation dissertations" and "graduation productions," or other similar courses whose credits do not form part of the minimum graduation credits, may be temporarily recorded as "incomplete" or "production in progress" in accordance with the actual progress. These courses are excluded from the calculation of the students' average grade for a semester, and the grades received for the course in the future will not amended to the transcript of that semester. Courses adopting this form of grade recording must be taken consecutively and no interruption may be allowed. Students must also receive one or two "passes" following all the credit course schedules set by the respective departments, so that their credits and grades may be recognized.

Article 59 Graduate students (in both master's and doctoral programs) may select undergraduate courses or shall be required to take undergraduate courses to fulfill part of their graduate program requirements if their undergraduate majors are not related to their graduate programs. However, the credits achieved in such courses may not form part of their minimum graduation credits.

Doctoral students who take courses from master's degree programs shall receive credits for the courses. However, whether these credits may be considered part of their minimum graduation credits shall be determined by their respective departments and institutes.

Whether master's students who wish to take doctoral courses may need

approval from their departments, institutes, and course instructors, shall be determined by the respective departments and institutes.

Graduate students (in both master's and doctoral programs) have to pay credit fees for the courses they take in other programs, minors and double majors.

- Article 60 Graduate students who wish to transfer to other departments (institutes), or who wish to change their majors, may submit applications in accordance with the regulations of the respective departments (institutes). Graduate students who wish to apply for minors or double majors, may submit applications in accordance with TNUA Guidelines for Minors in Departments (Institutes), TNUA Regulations for Double Majors and the regulations of the respective departments (institutes).
- Article 61 Graduate students who meet the requirements under the University's Regulations for Credit Transfer and Exemption may submit their applications to the Registration Section under the Office of Academic Affairs before the end of a semester's course add and drop period.
- Article 62 The graduation grades of graduate students are calculated under a formula where the results of the degree examination and the average grades of their credit courses constitute 50 percent each.
- Article 63 Graduate students who meet one of the following descriptions shall be withdrawn from the University:
1. Those who fail the enrollment qualification verification.
  2. Those who meet the descriptions in the first or second paragraph of Article 13 of the Statute.
  3. Those who, upon expiration of their leaves, fail to apply for resumption of study or for extended leave.
  4. Those who are disciplined with a withdrawal from the University under the University's regulations for student affairs.
  5. Those who fail to fulfill the credit, course and graduation requirements by their respective departments (institutes) at the end of the maximum length of study.
  6. Degree candidates who fail to pass the degree examination by the deadline designated by their respective departments (institutes).
  7. Those who fail the degree examination and fail again after a second attempt.



Article 63.1 (deleted)

#### **Section Four: Graduation, Degrees**

Article 64 Graduate students' degree examinations are held in accordance with the University's Regulations for Graduate Students' Degree Examination. The Regulations shall be submitted to the Ministry of Education for reference.

Article 65 Graduate students who, within the maximum length of study, fulfill the credit, course and graduation requirements, propose the thesis and achieve passing grades, also pass the degree examination, shall receive master's or doctoral degrees, as well as degree certificates, pertaining to the nature of their study based on the Degree Conferral Act. The degree certificates shall print year and month of graduation. For graduation in the first semester, the certificate shall print January; for graduation in the second semester, the certificate shall print June.

The content of degree certificates is based on the second paragraph of Article 50 of the Statute.

Graduate students who have completed all required credits and courses and who do not take any courses during the semester in which the degree examination is taken, upon passing the degree examination, shall receive the degree certificates in the month which the procedures for leaving school are completed.

Graduate students who have fulfilled all the aforementioned graduation requirements within the time limit, but who have yet to complete the teacher training program they have enrolled in, may, upon application, graduate in the semester in which they complete or give up the teacher training program.

Article 65-1 Graduates thesis can be substituted as follows:

1. Artworks along with written report
2. Technical report
3. Practical report

Above mentioned shall be governed by TNUA Regulations Regarding Postgraduate Degree Examination.

Article 66 Graduate students who, after studying for one semester or more, wish to withdraw or are withdrawn from the University, may receive documents

proving their education at the University, except for those who come under the descriptions in the second or third subparagraph of Article 47.

**Section Five: Miscellaneous**

Article 67 Any conditions concerning graduate students' deferred enrollment, payment, registration, grades, leaves of absence, resumption of study, revocation of student status, and other matters that are not specifically defined in this Chapter shall be governed by relevant regulations governing undergraduate programs as stipulated in Chapter Two.

**Chapter Four:** The first to third grade in the Seven-year Program (Chapter Two Applies to the Undergraduate Years)

**Section One: Admission**

Article 68 Any graduate from a public or registered private junior high school, or an equivalent school, or with legally defined equivalent credentials, may enter the first grade of the Seven-year Program through the University's open enrollment process.

Article 69 (deleted)

**Section Two: Payment, Registration, and Course Selection**

Article 70 The regulations governing undergraduate payments apply to the first to third grade.

Article 71 During their first to third grade, students may not transfer to other departments or pursue minors.

Article 72 In addition to taking the courses, students in the first to third grade of Seven-year Program may start taking undergraduate courses in the third academic year upon approval by their own departments, the departments offering the courses, and the course instructors.

The undergraduate credits shall not form part of the graduation credits for the first to third grade of Seven-year Program study. However, these credits may form part of the graduation credits for the undergraduate programs that they have enrolled in.

Article 73 Students in the first and the second grade of Seven-year Program must take no fewer than 26 credits each semester.

Students who have any other specific reason may obtain the approval from their class advisers and the chairpersons of their departments for

reducing the number of credits they need to take, on the condition that such an arrangement shall not result in delay in graduation.

### **Section Three: Maximum Length of Study, Academic Status**

Article 74 The maximum length of the first to third grade in Seven-year Program is three years, and may be extended for another year. Students who complete all courses and credits with passing grades shall receive a diploma from the University, which is equivalent to a senior high school (or an equivalent) diploma. Students who fail to complete all course and credit requirements after the maximum length of study, or who fail to pass the examination for direct admission to the undergraduate years, shall be withdrawn from the University.

Article 75 Students from the third grade in Seven-year Program may take part in the open enrollment arranged under their original department's regulations for direct admission to the undergraduate years. After passing the direct admission examination, completing all required credits and courses and achieving passing grades, they shall be admitted to the undergraduate years of the Program.

Article 76 Students of the first to third grade in Seven-year Program may obtain documents proving their education at the University and transcripts if they leave the University or transfer to other schools under certain circumstances.

### **Section Four: Miscellaneous**

Article 77 The regulations of Chapter Two that govern undergraduate students' enrollment deferment, payment, registration, course selection, grades, leaves of absence, resumption of study, withdrawal from school, revocation of student status, and other circumstances not specifically described in this Chapter, shall apply to students in the first to third grade of Seven-year Program.

### **Chapter Five: Appendices**

Article 78 Without approval by their departments or institutes, students shall not participate in outside exhibitions or performances that are open to the public. Related regulations shall be established by respective departments and institutes.

Article 79 Students with special status, such as overseas Chinese students, foreign

students, and overseas mainland Chinese students, shall be subject to the regulations as stipulated in the Statutes, except for circumstances that are governed by other laws and regulations.

Article 79.1 The regulations for mainland Chinese students' enrollment, registration, payment, leaves of absence, withdrawal, graduation, departure from school are based on the Regulations for Mainland Chinese Students' Enrollment in Taiwan in Schools above the Junior College Level, as well as the regulations set specifically for the year of their enrollment.

Article 79.2 Based on the Regulations Governing Right to Education of Students at Institutions of Higher Education Who Have Undergone Catastrophe, to protect their right to education, for those who are categorized by the Ministry of Education as Students of Catastrophe, the University may have flexible approaches regarding their studying situation.

Article 79.3 Based on the "Directions Governing the Safeguarding of Pregnant Students' Right to Continue Receiving Education and the Provision of Counseling Assistance", who is applicable the directions, according to the articles 9、13、20、34、37、42 of the statutes to protect their right to education, the University may have flexible approaches regarding their studying situation.

Article 80 Regulations for revisions to information concerning student status:

1. The information concerning a student is based on the information on his or her national ID card (A RC for international students). Any information in documents submitted for enrollment that is different from the information on the national ID card (ARC for international students) must be rectified immediately.
2. Students and graduates who wish to change their names, dates of birth and other information in their records of student status must produce valid documentation from household registration offices to support their request with the Office of Academic Affairs for revisions to the information. The University shall also add a note of the changes to graduates' degree certificates.

Article 81 All information concerning the students' enrollment status, grades, majors, graduation dates, and degrees conferred shall be based on the information entered by the Office of Academic Affairs.

Article 82 Upon approval by the University, students may pursue degree study

simultaneously at other domestic or foreign universities, or assume double student status.

New students may submit their application after registration, and current students may submit their application after the semester starts – both subject to approval by the chairpersons of their departments or institutes, and the president of the University.

- Article 82.1 The University and other domestic or foreign universities may jointly run cross-school twinning programs. The regulations shall be provided separately and reported to the Ministry of Education for reference.
- Article 83 The regulations governing the learning and status of students during their overseas stay shall be provided separately and reported to the Ministry of Education for reference.
- Article 84 Any circumstances not described in the Statutes shall be subject to the University Law, the University Enrollment Guidelines, the Arts Education Law, the Enforcement Regulations of the Arts Education Law, the Degree Conferral Act, and other relevant education laws and relevant regulations of the University.
- Article 85 The Statutes shall be implemented after approval by the University affairs meeting and ratification by the University president, and reported to the Ministry to Education for reference. The same procedure shall apply to future revisions.