

National University of Kaohsiung

Academic Regulations

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Article 4, 6, 10, 12, 13, 14, 18, 19, 22, 29, 30, 32, 34, 37, 40, 41, 46, 50, 51, 54, 56, 58, 63, 64, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83 and 84 amended and passed in the eighth Academic Meeting on Jun. 3, 2005.
Article 4, 6, 10, 12, 13, 14, 18, 19, 22, 29, 30, 32, 34, 37, 40, 41, 46, 50, 51, 54, 56, 58, 63, 64, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83 and 84 amended and passed in the eleventh School Affairs Meeting on Jun. 10, 2005.
Article 4, 6, 10, 12, 13, 14, 18, 19, 22, 29, 30, 32, 34, 37, 40, 41, 46, 50, 51, 54, 56, 58, 63, 64, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83 and 84 amended and filed by MOE Tai Gao (2) Zi Di NO. 0940103832 Letter on Aug. 16, 2005.
Article 3, 4, 6, 7, 10, 13, 14, 17, 24, 27, 29, 32, 37, 40, 41, 43, 50, 55, 56, and 69 amended and passed in the thirteenth School Affairs Meeting on Jun. 16, 2006.
Article 3, 4, 6, 7, 10, 13, 14, 17, 24, 27, 29, 32, 37, 40, 41, 43, 50, 55, and 56 amended and filed by MOE Tai Gao (2) Zi Di NO. 0950133669 Letter on Sep. 25, 2006.
Article 3, 10, 11, 14, and 24 amended and passed in the fifteenth School Affairs Meeting on Jun. 15, 2007.
Article 3, 10, 11, 14, and 24 amended and filed by MOE Tai Gao (2) Zi Di NO. 0960101064 Letter on Jul. 26, 2007.
Article 56 and 67 amended and passed in the sixteenth School Affairs Meeting on Dec. 21, 2007.
Article 56 and 67 amended and filed by MOE Tai Gao (2) Zi Di NO. 0960205180 Letter on Jan. 8, 2008.
Article 7, 14, 25, 28, 30, 31, 32, and 34 amended and passed in the seventeenth School Affairs Meeting on Jun. 27, 2008.
Article 6, 7, 8, 13, 14, 15, 30, 46, 50, 51, 53, 54, 62, 71 and 84 amended and passed in the twentieth School Affairs Meeting on Dec. 25, 2009.
Article 6, 7, 8, 13, 14, 15, 30, 46, 50, 51, 53, 54, 62, 71 and 84 amended and filed by MOE Tai Gao (2) Zi Di NO. 0990008189 Letter on Jan. 29, 2010. And another Letter stipulating to use legal words to amend Article 6, 13, 15, 30, 46, 50, 51, 52, 62, 71, and 84. And still another Letter stipulating to amend 7, 8, 14 and 54, and Article 9, 10, 25, 28, 32, 59 and 65 are amended. Another Letter stipulates that Article 19, 26, 29 and 34.
The titles of the chapters, Article 4, 6, 7, 9, 13, 16, 33, 34, 36, 37, 39, 43, 50, 56, 57, 59, 65, 68, 72, 73, 74, 75, 76, 78, 79, 80, 81, 82, 83, 84 and 85 amended and passed in the twenty-third School Affairs Meeting on Jun. 24, 2011.
The titles of the chapters, Article 4,16, 33, 34, 36, 37, 39, 43, 56, 57, 59, 68, 72, 73, 74, 75, 76, 78, 79, 80, 81, 82, 83,84 and 85 amended and filed by MOE Tai Gao (2) Zi Di NO. 1000143109 Letter on Jan. 29, 2010. And another Letter stipulating to amend Article 6, 7, 9, 13, 50, and 65.
Article 9, 15, 18, 40 and 56 amended and passed in the School Affairs Meeting on Dec. 23, 2011.
Article 9, 15, 18, and 40 filed by MOE Tai Gao (2) Di NO. 1010007144 Letter on Jan. 17, 2002.
Article 7, 10, 41, 56, 69, 73 and 79 amended and passed in the twenty-fifth School Affairs Meeting on Jun. 22, 2011.
Article 7, 10, 41, 56, 69, 73 and 79 filed by MOE Tai Gao (2) Zi Di 1010007144 Letter on Jun. 24, 2002.
Article 13 and 15 amended and passed in the 27th School Affairs.” On Jun 21, 2003
Article 13 and 15 amended and filed by MOE Tai Gao (2) Zi Di 1020110922 Letter on Jul. 22, 2003.
Article 18 amended and passed in the 28th School Affairs Meeting on Dec. 27, 2003.
Article 18 amended and filed by MOE Tai Gao (2) Zi Di 1030014471 Letter on Feb. 5, 2004.
Article 24 and 41 amended and passed in the 29th School Affairs Meeting on Jun. 13, 2004.
Article 24 and 41 amended and filed by MOE Tai Gao (2) Zi Di 1030103255 Letter on Nov. 17, 2004.

Chapter One

Chapter Two

Chapter Three

Chapter Four

Chapter Five

Chapter Six

Chapter Seven

Chapter Nine

General

Undergraduates

Graduate schools

Two-year In-service Programs

Two-year In-service Master Programs

Industry In-service Master Programs

Students' Appeals

Supplementary Articles

Chapter One General

- Article 1.** National University of Kaohsiung (hereafter NUK) has established these Academic Regulations in accordance with the University Act and the Enforcement Rules thereof, the Degree Conferral Law and the Enforcement Rules thereof.
- Article 2.** NUK students' registration and other relevant matters are all handled in accordance with the Academic Regulations.

Chapter Two Undergraduates

Section One Admission

- Article 3.** Candidates who have graduated from public or accredited private high schools or from institutions of the same level or who possess equivalent academic abilities and have been accepted by this university's open recruitment process may be admitted into a Bachelor's degree program of this university as freshmen. For those who apply for admission, the recognition of their foreign degrees, the procedure of the recognition and other matters that need to be followed are all under the "Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education."
- Article 4.** In case of any vacancy for students in the day-time Bachelor's program of each department of NUK, transfer examinations may be held to admit transfer students. However, no transfer students will be admitted for the first year and the graduation year. The above-mentioned vacancy does not include the vacancy caused by deferring the admission qualification, leave of absence, or extra-added. After the transfer examination is held, the total number of students for each year/grade should not be over that total number of freshmen approved to be admitted each year.
Matters related to transfer examinations shall be established in the admission brochure by the Admission Committee of the University in accordance with the "Common Guidelines for University Admission of Transfer Students" and "the NUK Regulations for Admission." "The NUK Regulations for Admission" is established respectively, passed in the Admission Committee and then reported to MOE for file.
- Article 5.** The admission examination and the transfer examination are held before the school beginning day each academic year. The Admission brochure is established elsewhere.
- Article 6.** Foreign students should apply for admission in accordance with the "International Students Undertaking Studies in Taiwan" and "National University of Kaohsiung Rules for Foreign Student Admissions," the latter is established elsewhere, passed in the Admission Committee and then reported to MOE for file.
Foreign students apply to transfer should follow "National University of Kaohsiung Rules for Foreign Student Admissions."

For matters about the dual degree programs with overseas universities, they should be dealt with by the University Act, the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, other relevant regulations, and the Regulations of Dual Degree Programs by NUK and Overseas Universities. The regulations of NUK are passed in the academic meeting before being announced to carry into execution, and are reported to MOE for file.

For matters about the dual degree programs with the institutions of higher education in PRC, they should be dealt with by the University Act, the Regulations Regarding the Assessment and Recognition of Academic Credentials for Institutions of Higher Education in PRC, other relevant regulations, and the Regulations of Dual Degree Programs by NUK and the institutions of higher education. The regulations of NUK are passed in the academic meeting before being announced to carry into execution, and are reported to MOE for file.

NUK students are allowed to possess double status of student.

Article 7. Any new student with any of the following situations who cannot enroll within the stipulated time may apply for deferred admission;

1. Hospitalization due to serious illness or rehabilitation due to medical care for serious illness.
2. Possessing the certificate of low-income residents issued by the Town/District Office.
3. Possessing the conscription notice or the certificate of serving in the army.
4. Overseas Chinese students or foreign students who are unable to register in time for certain reasons.
5. The student is pregnant, gives birth, or is raising a child under three years old, and thus cannot enroll in that semester with the certificate.
6. Due to other events of force majeure, the student cannot enroll in that semester.

Students deferring admission shall not defer admission for a period in excess of two (2) academic years. Any student applying for deferred admission based on the reason of conscription, pregnancy, childbirth, or raising child under three years old may submit the certificate of serving in the army, or the justification issued by the hospital or birth certificate of the child, to apply for extending the deferred admission. They may register in the coming semester or academic year until they retire from the army or their children have been four years old. Students who had applied for deferred admission shall enroll or apply to extend the deferred admission before the last day of the previous deferred admission, or issued before enrollment for the current semester of admission. Students who have not completed the registration process or not approved of extending the deferred admission shall be disqualified from enrollment status. Students who have not completed the registration process during shall be disqualified from admission.

Article 8. Students who have not completed the registration process during the allotted period shall be disqualified from enrollment status.

For transfer students, the fee doesn't have to be paid if the application for deferred admission approved in accordance with Article 7.

Article 9. During the admission examination, the registration of any student who admits any of the followings shall be cancelled. No justification document of any kind in relation to the study

will be issued after the student registration is canceled. If an event under the previous paragraph is discovered after graduation, in addition to demanding the return of the diploma in accordance with law, a report shall also be delivered to other universities and filed with the Ministry of Education to cancel the qualification of graduation.

1. The registration of any student who admits fraudulent or unauthorized use of any other person's justification for academic (professional) experience or any forged or altered justification shall be canceled.
2. The qualification for the admission does not meet the requirements.

Section Two Fee payment, registration, course selection, credits, and study periods

Article 10. All items and corresponding fees required for each student for each semester shall be announced before the start of each semester.

New students should enroll in the first semester of the first academic year; if they do not complete such by required dates, their admission shall be cancelled except that they have applied for deferred admission or are allowed to put off their enrollment for illness or other special events.

Except that students have applied for suspension, are expelled from NUK or are graduating in that semester, they have to pay all required fees within the deadline from the second semester of their admission. If they pay the fees, they are considered completing enrollment; if not, they are considered not completing enrollment and shall be expelled from NUK.

The time limit of delayed enrollment is two weeks.

Students who apply for expulsion after they have paid the fees can proceed the refund in accordance with the "MOE Charging Rules for Tuition and Miscellaneous Fees at Junior Colleges and Universities" and "Rules for Fee Collection from Students at Junior Colleges and Universities."

Article 11. Those students who have completed enrollment will be compelled to apply for leave of absence if they failed to pay the required fees before the deadline, and the courses they have taken shall all be cancelled.

Students who are compelled to apply for leave of absence by NUK may apply for refund. The refund for paid tuitions and fees are under Clause 5 of Article 10 in NUK Academic Regulations, the calculation of the refund starts from the date of effective leave of absence.

Article 12. Students should select courses in accordance with the NUK Guidelines for Course Selection, which are passed in the Academic Affairs Meeting and then carried into execution.

Article 13. The application and review for students' credit exemption should be in accordance with NUK Regulations for Credit Exemption, which are passed in the Academic Affairs Meeting and then carried into execution and filed for record to MOE.

NUK students, who used to obtain the course credits in any colleges or universities, consistent with the provisions of the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, the Regulations Regarding the Assessment and Recognition of Academic Credentials from Mainland China, or the Regulations Regarding the Assessment and Recognition of Academic Credentials from Hong Kong and Macao published by the Ministry of Education, may apply for credit exemption:

1. The courses taken, the number of credits recognized and exempted, and whether these credits should be included in students' minimal graduation credits, are all reviewed and determined by each department/institute and then delivered to Division of Academic Affairs for registration.
2. The total of the approved recognized credits cannot outnumber one third of minimal graduation credits.

The application procedure of issuing the recognized credit exemption according to the preceding part is as follows:

1. Before students go abroad, they shall fill out the credit recognition form with the courses and credits to take, and ask their department/institute to confirm the review standards.
2. After students complete their study or their exchange, they need to prepare the genuine transcripts for the courses and credits taken during their overseas study or exchange, and issue their application for credit exemption within two months after they come back from overseas.

After the second semester of 2010 and 2011 academic year, NUK students, who conducted the short-term study or exchange in the institutions of higher education in PRC included in the recognition list by MOE, may apply for the credit exemption.

Before the first semester of 2010 and 2011 academic year, NUK students, who conducted the short-term study or exchange in the institutions of higher education in PRC included in the recognition list by MOE, may not ask to trace back to issue the credit certificate even if they possess the transcript or study certificate, and may not apply for the credit exemption.

The overseas universities referred to in the second clause of this article are those overseas universities included in the recognition list by MOE, and are verified by our foreign embassies; the institutions of higher education in Hong Kong and Macao are those institutions in Hong Kong included in the recognition list by MOE or those institutions in Macao included in the recognition list by MOE.

NUK students, who conduct study or exchange in those overseas universities or institutions in PRC, Hong Kong, and Macao other than those which are regulated in Clause 2 and Clause 6 of this article, may not apply for the credit exemption.

Students of institutions in PRC and overseas universities, who conduct study or exchange at NUK shall be granted the transcript for their courses and credits taken after they complete their study or exchange.

Article 14. The study period for each department in the Bachelor's program (degree program) is 4 years. If students cannot obtain all of the required course credits, they may apply to extend the study period for two more years, not including the maximum two years for leave of absence due to illness. The total number of credits required, other than physical education, shall be no less than 128 credits. Yet each department is allowed to add more credits depending on its needs. The school-required courses and each department's professional required courses should be passed in the Academic Affairs Meeting and then carried into execution. For students studying for minors and double majors, the study period, required courses and credits should be in accordance with NUK Regulations for Minors and NUK Regulations for Double Majors, which are passed in the Academic Affairs Meeting and then carried into execution and filed for record to MOE. For students studying for dual degrees, they should follow Regulations for Dual Degree Programs by NUK and Overseas Universities. Disabled students, who pursue a bachelor's degree, shall be able to extend their studies for a time period up to four (4) academic years past their normal time for graduation. Students deferring admission, due to pregnancy, childbirth, or raising child under three years old, shall not defer admission for a period in excess of two (2) academic years.

Article 15. Students who meet any of the following requirements are allowed to over-take credits:

1. Those whose average grades of the previous semester are within top 30% in the class.
2. Those who are approved of taking minors and double major and do not give up.
3. Transfer students who are studying within the first year at NUK.
4. Students of NUK who come back from abroad within the first academic year.

During the extended years of study, students are not allowed to apply for over-taking the Credits except that they are approved by the chairperson of the department in accordance with the preceding Clause 2 or 4.

Article 16. Students may not elect courses with conflicting time schedules. All subject courses with conflicted time schedule shall be considered invalid. If students would like to study one of the courses, they should add them by the deadline of add-drop. Overlapping courses or courses of the same title are not counted in graduation credits.

Article 17. For sophomore (and above), they are allow to study for minors or double majors at NUK or other universities in accordance with NUK Regulations for Secondary NUK Regulations for Minors and NUK Regulations for Double Majors, which are passed in the Academic Affairs Meeting and filed for record to MOE.

Article 18. NUK is allowed to run the credit program or degree program across departments, institutes, colleges. The minimum credits for a degree program is one hundred and twenty-eight (128). The term of study is regulated in Article 14 of these Regulations.

Students whose graduation years equal to the second grade of senior high school students in Taiwan or similar level in Hong Kong and Macao and are admitted by possessing the equivalent certificates, should take 12 credits of the make-up courses after admission. Their minimal graduation credits should include these 12 credits but exclude the credits of those repeated courses. If these students who have studied the pre-admission courses in any colleges or universities consistent with the provisions of the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, the Regulations Regarding the Assessment and Recognition of Academic Credentials from Mainland China, or the Regulations Regarding the Assessment and Recognition of Academic Credentials from Hong Kong and Macao published by the Ministry of Education, or they have taken the courses of the education credit programs in overseas offered by universities of Taiwan, they may apply for credit exemption before admission, and these 12 credits of make-up courses are considered completed.

The regulations for establishing the programs are established elsewhere, and are carried out for execution after they are passed in the academic meeting.

Article 19. Students may select courses from other universities for their needs of learning. The regulations are established elsewhere, re-passed in the Academic Affairs Meeting and then carried into execution and filed for record to MOE.

Article 20. Graduating students who need to retake or make up the credits in the second semester of their extended term of study should apply for leave of absence in the first semester. If they enroll in the first semester, they should take at least one course.

Article 21. When computing credit hours, every eighteen(18)hours of completed course shall be considered as one (1) credit hour; the hours of practicum or laboratory time per week shall calculated otherwise.

Section Three Grades, awards/punishment and leave from school

Article 22. Student grades are divided into academic grades and ethics grades. Ethics grades are given under the percentile method, with 100 being the top grades and 60 being the passing grade. Matters relevant to teachers' submitting, making up and correcting grades are handled in accordance with NUK Guidelines for Term Grades Processing, which are passed in the Academic Affairs Meeting and then carried into carried into execution

Article 23. The students' average grades each semester shall be calculated as follows:

1. The score of the course is calculated from the number of credits of the course multiplied by the semester grade of such course.
2. The average grade for the semester is the total number of scores from all courses taken during the semester divided by the number of credits acquired.
3. The average grade for all years is the total number of scores from all courses taken

during the study period divided by the number of credits acquired.

4. The graduation grade for students graduating from Bachelor's programs is the average grade for all years. The calculation of the average grade includes the grades of the failed courses.

Article 24. Undergraduate students who fail half of the total credits of a given semester for two cumulative semesters will be expelled from the university.

Seniors or beyond whose credits of taken courses are under nine, or mentally/physically disabled students, are not under the rule of the preceding part of this article.

After this amended article is passed, it is available to all present NUK students.

Article 25. The total hours of students' leave from school cannot be over one third of the total class hours of a semester, or students need to apply for leave of absence.

Yet, if the cause of leave from school is due to pregnancy, giving birth to a child, or raising children under three years old, students don't need to apply for leave of absence, the grades of the courses are given by the course instructors who may ask students to take the make-up test, hand in a report or be evaluated by other flexible measures of assessment. The semester grades are calculated by the real scores and are should be given within the regulated date.

Article 26. The regulations for award and punishment and the regulations for grades evaluations are established in the Students' Affairs Regulations. The regulations for award/punishment are carried out for execution after they are passed in the relevant meetings at NUK, and filed for record to MOE.

Article 27. Students who cheat in the exams will be punished in accordance with the regulations for award and punishment as well as given zero to the courses in the exams.

Students who cheat in the exams off campus will be punished in accordance with the regulations for award and punishment if the cases are real.

Article 28. Students who cannot come to class due to any reason shall take leave with the lecturer or the chairperson in advance. Yet under special conditions, they can submit justified certificate after the absence. Application for sick leave for more than three days may be submitted after the absence by presentation of doctor's justification. Those who fail to attend class without taking approved leave or extended leave shall be considered absent without justification. The class instructor may deduct points based on the situation of the student's leave an absence.

Students who need to take leave due to pregnancy, giving birth to children, or raising children under three years old may apply for leave with doctor's justification or other relevant certificates. After the leave is approved of, the class instructors may not deduct points for the absence.

Article 29. When students go abroad, their relevant study and student status are handled by the regulations as follows:

1. Students who travel for personal or official purposes shall be limited to six weeks.

However, overseas internships shall be limited to three months in principle. For students

who go abroad on leave of absence, the time limit is stated in the provisions on leave of absence in these Regulations. However, graduate students in PhD programs without military service obligation may file an application for six-month extension, and the extension is limited to once only. Whether they may apply for Leave of Absence during the overseas study period is determined by department/institute.

2. For students selected, recommended, or sent overseas for advanced research or study, the credits for courses taken during the overseas travel period in overseas colleges and universities recognized by the Ministry of Education may be recognized by each department of the University. If the students did not file an application for Leave of Absence with the University, the overseas study period shall be included in the study period with the University.
3. During the overseas study period, if the student violates any school regulations, has any inappropriate conduct, or fails to return to school at the end of the period, they are handled by relevant regulations such as NUK Regulations for Students Awards and Punishments and these Regulations.
4. During overseas study period, the relevant issuance, Leave of Absence or compensation of public funding or scholarship for any matter that is not provided for hereunder shall be subject to relevant laws and regulations.
5. The enforcement rules related with students' overseas study should be handled in accordance with NUK Guidelines of Students' Status During the Period of Studying Abroad, which carried out for execution after they are passed in the academic meeting, and filed for record to MOE.

Section Four Transfer across departments

Article 30. Students in the Bachelor's program of the University may apply for department (or division) transfer before the start of the second academic year. Students need to issue the application for department (or division) transfer to Division of Academic Affairs by the school calendar, and need to be reviewed by the relevant department (take a test if there is a need) and approved by Division of Academic Affairs. For special cases, the application may be issued in the academic meeting for approval.

The applicant can apply for department (or division) transfer only once.

Students who are within the period of study extension are not allowed to apply for department (or division) transfer.

The Regulations for Department (or Division) Transfer are established elsewhere, carried out for execution after they are passed in the academic meeting, and filed for record to MOE.

Article 31. Students may continue the same year of study if they transfer to departments in a related field, or continue the same year of study or proceed with the second year of study at their will if they transfer to departments in an unrelated field. The repeated year of study in both

departments shall not be included in the calculation of the maximum year of study for the transferred department.

Students are not allowed to transfer to a new department (or division) to proceed the first year of study

Section Five Leave of absence, readmission, transfer, and expulsion

Article 32. Students who apply for leave of absence shall leave for one semester, one academic year or two academic years with the approval of their parents or guardians. After approved of by NUK, students may proceed the procedure of leaving school. Leave of absence shall be for two academic years on accumulated basis in principle. In case of serious illness, serving in the army, or special event upon expiry of the periods of approved absence, justifications may be submitted to seek approval from the Department Meeting and forwarding to the president for approval to the extend Leave of Absence. The total period of Leave of Absence for any student shall not exceed four academic years. Students who issue the application for leave of absence within the semester shall complete the application before the last working day by the final exam.

The grades within the semester of leave of absence are not included in the calculation of their graduation grades. For students who apply for Leave of Absence based on pregnancy, childbirth, or raising of child under three years old, the Leave of Absence shall be excluded from the maximum period of Leave of Absence allowed.

Article 33. Students, who cannot participate in final exam due to serious reasons and cannot attend the scheduled make-up test either, may submit the justification within one week after the final exam and apply for leave of absence after being approved by the chairperson of department and Division of Academic Affairs.

The cumulative number of semesters for leave of absence stated in the preceding item is still under the rule of these Regulations.

Article 34. Students who meet any of the following conditions are required to apply for leave of absence:

1. The credits of the selected courses do not meet the requirements regulated in “NUK Guidelines for Course Selection”.
2. Expelled in accordance with Regulations for Students’ Awards and Punishments.
3. Required to apply for leave for absence in accordance with these Regulations or other regulations.

For students who apply for leave of absence described in the preceding items and Clause 1 of Article 32 and 33, the cumulative period of leave of absence should not be over four academic years, or they will be expelled.

Article 35. When students who are under leave of absence return to NUK, they shall be admitted to the continuing academic year or semester of the original department (school, class, degree program). However, students who applied for leave of absence during a semester shall continue with the same school year or semester upon return. During the period, they are not

allowed to apply for transferring to other departments.

Article 36. For students who transfer to study in other universities, the status of students at NUK are handled as follows:

1. Continuing to study at NUK: Students should undergo the enrollment and course selection in accordance with these Regulations and other relevant regulations.
2. Applying for leave of absence: Students may issue the application for leave of absence, and will be granted the leave of absence certificate after they complete the regulated procedure and the procedure of leaving school.
3. Applying for expulsion: Students may issue the application for expulsion, and will be granted the study certificate after they complete the regulated procedure and the procedure of leaving school.

Article 37. Students with any of the following events shall be expelled from the school:

1. Study grades falling in the description of Article 24.
2. Fail to complete registration within the deadline or failure to return to school upon completion of Leave of Absence period.
3. Fail to complete registration within the deadline.
4. Fail to obtain satisfactory ethics score.
5. Expelled in accordance with Regulations for Students' Awards and Punishments.
6. Fail to complete the required courses and credits upon completion of study period and extended period in accordance with the regulations.
7. Commission others to write or write for others the theses/dissertations, creation, display performance, written reports or technical reports, and the cases are investigated to be real.
8. Fall into the criteria of other regulations stated in these Provisions for Study resulting in expulsion.

Article 38. Students who apply for expulsion should possess the approval of their parents or guardians, and then proceed the leaving school procedure.

Article 39. Expelled students should proceed the leaving school procedure. If their status of students are approved and the courses they took have been given grades, they will be granted the study certificate.

Section Six Graduation and degree

Article 40. Students, who has fulfilled the study period, passed all of the required course credits, passed the basic proficiency checkup, met the requirements for graduation regulated by each department, and passed the ethics grades each semester will be granted a diploma issued by this institution, will be issued bachelor's degrees in accordance with their requirements of colleges and departments.

Students who have met the preceding requirements for graduation should proceed the procedure of leaving school, and then they can receive the degree certificate.

When students follow Clause 2 to proceed the procedure of leaving school, they will not be granted the degree certificate if they haven't pay the required fees, haven't returned the borrowed books, equipment, and facilities, or haven't paid the fees for compensation.

The bachelor degree certificates conferred by Clause 1 are in effect by the following rules:

1. The effective date to the degrees to those who graduate in the first semester is January.
2. The effective date to the degrees to those who graduate in the second semester or summer session is the month in which the final exam is held.

Article 41. Students in the Bachelor's program may apply for early graduation. The regulations are established elsewhere and are carried into execution after they are passed in Academic Affairs Meeting and reported to MOE for record.

1. Students have passed all required courses and obtained the required credits.
2. The average study grades are 80 or beyond.
3. The class ranking in each semester is within top 20% among the students of the same year/grade.

If students who apply for early graduation do not meet the requirements regulated in the preceding item in the semester they plan to graduate, they are not allowed to graduate earlier. Those who have transferred to study in the third year are not allowed to apply for early graduation since their study periods are too short.

Article 42. For graduating students who need to take more courses required by double majors and minors, they will be forced to drop out double major and minors if the failed course credits take up two-thirds of the total credits taken in the semester of extended study period.

Chapter Three Graduate Schools

Section One Admission

Article 43. Applicants who hold a bachelor's degree from a public university, an accredited private university or independent college in Taiwan, or a degree verified by the Ministry of Education-appointed authority of bachelor's, or equivalent degree from an overseas college or university to be admitted through the admission channels are allowed to study in master program.

Applicants who hold a master degree from a public university, an accredited private university or independent college in Taiwan, or a degree verified by the Ministry of Education-appointed authority of master's, or equivalent degree from an overseas college or university to be admitted through the admission channels are allowed to study in doctoral program.

Graduating undergraduate students with outstanding grades or students of master program with outstanding grades may apply for the direct pursuit of doctoral degree. The application rules should be in accordance with the regulations established by MOE and NUK Regulations for Direct Pursuit of Doctoral Degree, which are carried out for execution after they are passed in the academic meeting.

PRC students who apply to study in the daytime master/doctoral programs should follow the MOE Regulations Governing PRC People Undertaking Studies of Junior Colleges or Beyond in Taiwan, and other relevant laws/regulations.

New graduate students of ROC, overseas Chinese and PRC who apply for deferred admission

to NUK should be handled in accordance with Article 7 of these Regulations.

Section Two Registration and course selection

Article 44. The number of credits taken by graduate students are determined by each department/institute.

Article 45. Graduate students should complete the course selection and add/drop within the deadline each semester, and should be reviewed and approved by homeroom teacher (or advisor) and the chair person of each department/institute.

Article 46. Graduate students' cross-university course selection is handled in accordance with the Implementation Regulations for Cross-University Course Selection, which are carried out for execution after they are passed in the academic meeting, and filed for record to MOE.

Section Three Study periods , credits, and grades

Article 47. One to four years of study are required for a master's program, and two to seven years of study are required for a doctoral program. Work experience graduate students who cannot complete all required courses within the study period may apply to extend the period of study for up to two years.

For students who were enrolled in through direct admission to a doctoral program, once they are in the doctoral program, their required study period is in accordance with preceding regulations.

Article 48. A minimum of 24 credit hours is required for graduating with a master's degree. A minimum of 18 credit hours prior to graduation is required for graduating with a doctoral degree. Graduate students who were directly admitted to a doctoral program need to meet the above graduation requirements for the doctoral degree prior to graduation and complete all the required courses in the master's program, with total minimum of 30 credit hours. The preceding credits does not include the thesis/dissertation.

Article 49. Graduate students' academic grades of each course and degree examination grades are calculated and reported as a percentage with the total grade being 100 and the passing grade being 70.

For graduate students taking undergraduate level courses, 60 is considered the passing grade. Yet these course credits are not included in the calculation of their minimal graduation credits, and the grades are not included in the calculation of the study average grades each semester and the average graduation grades.

Article 50. Graduate students will be expelled from the university under any of the following conditions:

1. Fail to meet the registration deadline (including paying fees) or do not resume study after

exceeding the allowed period for leave of absence.

2. Fail to pass the ethics grades.
3. Expelled according to the regulations for awards and punishments.
4. Fail to complete the required subjects and credits in the program in the last semester of regulated study period; fail the degree (thesis/dissertation) examination; fail to complete the requirements regulated by the department/institute.
5. Fail to pass the requirements regulated in NUK Enforcement Rules for Graduate Students' Degree Examinations.
6. Commissioning Commission others to write or write for others the theses/dissertations, creation, display performance, written reports or technical reports, and the cases are investigated to be real.
7. Fall under the description of Article 24 of these Regulations.
8. Fail to become a doctoral candidate within the regulated deadline for students of doctoral programs.
9. Fall into the criteria of other regulations stated in these Provisions for Study resulting in expulsion.

Graduate students who are expelled are handled in accordance with Article 9 of these regulations.

Article 51. Graduate students' degree examination are conducted in accordance with NUK Enforcement Rules for Graduate Students' Degree Examinations, which are carried out for execution after they are passed in the academic meeting, and filed for record to MOE.

Article 52. Graduate students' final average grades are the average of the final average course grades and the degree examination grades.

Section Four Transfer across department/institute (division)

Article 53. Graduate students may apply for department/institute (or division) transfer before the start of the second academic year. Students need to issue the application for department/institute (or division) transfer to Division of Academic Affairs by the school calendar, and need to be reviewed by the relevant department (take a test if there is a need) and approved by Division of Academic Affairs. For special cases, the application may be issued in the academic meeting for approval.

Article 54. The applicant can apply for department /institute (or division) transfer only once. The Regulations for Department (or Division) Transfer are established elsewhere, carried out for execution after they are passed in the academic meeting, and filed for record to MOE.

Section Five Graduation and degree

Article 55. Graduate students who meet the following requirements are qualified for graduation.

1. Have completed all required courses, and have fulfilled the credit requirements.
2. Have finished their theses, passed the degree examination, and submitted the theses signed by the committee members..
3. Have passed ethics grades for each semester.
4. Have met the requirements for graduation regulated by each department.

Article 56. Students in master programs who conform to all the preceding requirements will be issued a master's degree certificate, and NUK will confer a master's degree upon them.

Students in doctoral programs who conform to all the preceding requirements will be issued a doctoral degree certificate, and NUK will confer doctoral degree upon them.

Students who are admitted through direct admission to the doctoral program, upon completing required years of study, passing the Doctoral Candidate Qualification Test, yet not passing the Qualifying Examinations for a doctoral degree, and - upon evaluation by the Doctoral Qualifying Examination Committee - having their doctoral degree dissertation qualify as a master's thesis, will be conferred a master's degree.

If there is any case of getting others to write the thesis/dissertation, creation , displaying performance or written report, and technical report, or any case of perjury or cheating, which are investigated to be true, the student's degree will be cancelled , the granted degree certificate will be revoked by announcement, and other universities and related authorities will be notified about the case of the cancellation and the revoke. If such a case is against other laws, it is handled in accordance with the relevant laws.

The effective dates of the master/doctoral degree conferred according to Clause 1, 2, and 3 are regulated as follows:

1. Students who are still taking courses in the graduating semester shall submit the theses/dissertations and complete the procedure of leaving school within one month after the degree examination, or by the class-beginning day of the next semester. The effective date on the degree certificate will be the month in which the final examination is held as scheduled in the school calendar.
2. Students who are not taking courses in the graduating semester shall submit the theses/dissertations and complete the procedure of leaving school within one month after the degree examination, or by the class-beginning day of the next semester. The effective date on the degree certificate will be the month in which the degree examination is held. For those who are unable to submit the theses/dissertations and complete the procedure of leaving school, the effective date on the degree certificate will be the month in which they submit the theses/dissertations and complete the procedure of leaving school.
3. Those who are not able to graduate in the semester in which they have passed the degree examination should enroll in the following semester if they are still within the period of study. Yet, those who fail to submit the theses/dissertations within the period of study will be forced to apply for expulsion.,

Graduate students may apply to refund the tuition and miscellaneous fees paid in the graduating semester based on the day they complete the procedure of leaving school; the application is handled as regulated in the "MOE Charging Rules for Tuition and Miscellaneous Fees at Junior Colleges and Universities" and "Rules for Fee Collection from Students at Junior Colleges and Universities."

Section Six Others

Article 57. For those not specifically regulated, students may follow the relevant regulations in Chapter Two.

Chapter Four Two-year In-service Program

Section One Admission

Article 58. Applicants who hold an associate degree from a junior college in Taiwan, or a degree verified by the Ministry of Education-appointed authority of associates, or equivalent degree from an overseas junior college with considerable work experience to be admitted through the admission channels are allowed to study in the two-year in-service program.

Article 59. When new students of two-year in-service programs register, they need to submit the valid degree and working certifying documents. For those who apply to delay the submission in advance with justified reason and have been approved by NUK, they are allowed to register. Yet they need to submit them within the regulated time, or their admission will be canceled.

Section Two Registration and course selection

Article 60. The number of credits taken by in-service program students are determined by each department/institute.

Section Three Credit exemption

Article 61. The credit exemption for in-service program students are handled in accordance with NUK Regulations for Credit Exemption.

Section Four Deferred admission, leave of absence, readmission and expulsion

Article 62. For new students of in-service bachelor programs, the application for deferred admission is in accordance with Article 7 of these Regulations.

Article 63. Students who apply for leave of absence shall leave for one semester, one academic year or two academic years with the approval of their parents or guardians. After approved of by NUK, students may proceed the procedure of leaving school. Leave of absence shall be for two academic years on accumulated basis in principle. In case of serious illness, serving in the army, or special event upon expiry of the periods of approved absence, justifications may be submitted to seek approval from the Department Meeting and forwarding to the president for approval to the extend Leave of Absence. The total period of Leave of Absence for any student shall not exceed four academic years.

Article 64. Students who issue the application for leave of absence within the semester shall complete the application before the last working day by the final exam. The grades within the semester of leave of absence are not included in the calculation of their graduation grades.

Article 65. The registration of in-service bachelor program students, who admits forging, altering, borrowing, or unauthorized use of any other person's justification for the in-service identity, professional experiences, or years of service, shall be canceled. In addition to cancelling

their student status, NUK will not issue any certificate related with study. If the students have graduated from NUK, the degree will be cancelled, and their graduation qualification will be revoked through public announcement.

Section Five Study periods

Article 66. The study period for two-year in-service bachelor program students who are admitted after 2014-2015 academic year is two to five years; that for students who are admitted before 2013-2014 academic year is three years in principle, and they are allowed to extend their study period for two years.

Article 67. In-service bachelor program students who fulfill the study period, pass all of the required minimal graduation credits, and pass the ethics grades each semester, will be granted a bachelor's degrees in accordance with their requirements of colleges and departments.

Section Six Others

Article 68. For those not specifically regulated in this chapter, students may follow the relevant regulations in Chapter Two and Three.

Chapter Five In-service Master Programs

Section One Admission

Article 69. Applicants who hold an associate degree from a university or college in Taiwan, or a degree verified by the Ministry of Education-appointed authority of bachelor, or equivalent degree from an overseas university or college with considerable work experience to be admitted through the admission channels are allowed to study in the in-service master programs at NUK.

Section Two Registration and course selection

Article 70. The number of credits taken by in-service master program students are determined by each department/institute.

Section Three Study regulations

Article 71. The study period for in-service master program students who are admitted after 2010-2011 academic year is one to six years; that for students who are admitted before 2009-2010 academic year is two to six years in principle.
The total credits taken by graduate students are at least 24.
Students who meet the graduation requirements regulated in Article 55 of these Regulations will be granted master degree in accordance with the requirements regulated by their college and department/institute.
The total credits regulated in Clause 2 do not include the graduation thesis.

Section Four Others

Article 72. For those not specifically regulated in this chapter, students may follow the relevant regulations in Chapter Two, Three, and Four.

Chapter Six Industry In-Service Master Program

Section One Admission

Article 73. Applicants who hold a bachelor degree from a university or college in Taiwan, or a degree verified by the Ministry of Education-appointed authority of bachelor, or equivalent degree from an overseas university or college which are qualified with the requirements of master programs, and are admitted through the admission channels are allowed to study in the in-service master programs at NUK.

Students who are admitted by the preceding item need to sign contracts with the cooperating enterprises or NUK when they register or enroll. Yet the time for signing contracts are regulated in NUK admission prospectus, which are carried into execution after it is passed in the admission committee and reported to MOE for record. The admission prospectus is carried into execution after it is passed in NUK Admission Committee.

The industry master program referred to in this chapter includes the industry R&D master program established by Aug. 29, 2010, and the industry master program established after Aug. 30, 2010.

Section Two Study regulations and course selection

Article 74. The study period for in-service master program students is one to four years; yet it is no more

than two years in principle. The total credits taken are at least 24, yet it can be added depending the practical needs.

The preceding number of credits does not include the graduation thesis. Students who meet the graduation requirements regulated in Article 55 of these Regulations will be granted master degree by NUK in accordance with the requirements regulated by their college and department/institute; the degree certificate should be noted with the title of the program.

Article 75. For students of industry in-service master program, the course selection is handled in accordance with the Implementation Regulations for Cross-University Course Selection, which are carried out for execution after they are passed in the academic meeting, and filed for record to MOE.

Section Three The special regulations on the leave of absence and expulsion

Article 76. The admitted students of industry master programs are not allowed to apply for deferred admission.

If the preceding students apply for leave of absence or expulsion after admission, they should shoulder up the compensation responsibility for the subsidy provided by the cooperating enterprises.

If they apply for temporary leave of absence for involuntary reasons, they are not under the rule of Clause 2. Yet this should be approved by NUK and the cooperating enterprises.

Section Three The penalty provision for unfulfilled obligations after graduation

Article 77. Students who do not get employed after graduation should shoulder up the compensation responsibility for the loss of the cooperating enterprises. The principle of compensation should be stated explicitly in the admission prospectus.

Section Five Others

Article 78. For those not specifically regulated in this chapter, students may follow the relevant regulations in Chapter Two, Three, Four, Five.

Chapter Seven Students' Appeals

Article 79. If students think that the administration punishment or the executions of other official rights are against the law and have offended students' right of receiving education or other basic rights, they are allowed to issue the appeal in accordance with NUK relevant regulations for students' appeals

The relevant regulations for students' appeals need to be carried out for execution after being reported to MOE for review.

Chapter Eight Supplementary Articles

Article 80. The names and birth dates registered in NUK student status information system are all based on the information on the ID card. If there is a discrepancy between the admission qualification document and the ID card, it should be corrected immediately.

Article 81. The records of students' studying colleges/departments/ institutes, student's studying years and study grades, enrollments, readmissions, department transfers, institute transfers, expulsions, and transfers to other universities are all based on the original paper files about students' status and registered grades provided by Division of Academic Affairs.

Article 82. NUK students and alumni should submit the relevant documents issued by the residency organization if they apply to change names or birth dates. The names or birth dates will be changed after the applications are approved by Division of Academic Affairs.

Article 83. All of the test sheets students had at NUK should be filed for record for one year.

Article 84. Any matter that is not fully provided for under these Regulations shall in accordance with the University Act and the Enforcement Rules thereof, the Degree Conferral Law and the Enforcement Rules thereof. Reviewing Guidelines for University Proceeding Industry Master Program Project, and other relevant education laws and NUK relevant regulations.

Article 85. The Academic Regulations are passed in the School Affairs Meeting, and then announced to carry into execution, and reported to MOE for record. When there is a need to make amendments, the procedure is the same as the aforementioned.