

Academic Rules of I-Shou University

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Amendments to Articles 8, 18, and 20 promulgated with the consent from the President dated June 2, 2015

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Amendments to the Academic Rules (amendments to Articles 8, 18, and 63; addition of Article 41; and renumbering of Article 41 and subsequent articles) adopted by the University Council on May 23, 2018, and promulgated with the consent from the President dated June 14, 2018

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Articles 5, 8, 10-18, 20, 26, 31-32, 34, 36, 40, 49-54, 56-59, 63-64, and 66 approved for reference by the Ministry of Education under Letter No. Tai-Jiao-Kao-2-Tzu 1130011972 dated February 6, 2024

Part I General Principles

- Article 1 The Academic Rules of I-Shou University (hereinafter referred to as “the Academic Rules”) are made by I-Shou University (hereinafter referred to as “the University”) according to the University Act, the Degree Conferral Act, and other applicable laws and regulations.
- Article 2 People who are admitted to the University under an open and legal admission procedure may pursue academic studies at the University.
- Article 3 Matters relating to student admission, deferral of admission, enrollment, suspension of studies, withdrawal from studies, resumption of studies, transfers (including transferring to/from other schools, departments, tracks, programs, and institutes), minors, secondary majors, credit programs, summer courses, inter-university course registration, leave of absence, excused/unexcused absence from classes, academic assessment, graduation, dual enrollment status, and the handling of enrollment status for students going abroad shall be subject to the Academic Rules, unless stipulated otherwise by educational laws. Enforcement rules may be separately drafted.

Part II Undergraduate Programs

Chapter One Admissions

- Article 4 People who have graduated from a public or registered private general (or vocational) senior high school at home or abroad or who have achieved an equivalent educational

level and passed the University's entrance exam may enroll in a bachelor's degree program at the University. Notwithstanding the foregoing, if one intends to enroll in a post-baccalaureate program or a second-expertise post-baccalaureate program, he/she shall have graduated from a university or a higher-level institution and hold a bachelor's degree or higher.

Article 5 People with a special status as stipulated by the Ministry of Education may apply to the University to pursue studies at an equivalent grade level under the applicable regulations and rules of the University.

International students may apply for admission to the University under the Regulations for International Student Admissions at I-Shou University. The aforesaid regulations shall be separately drafted and come into effect after being approved by the Ministry of Education.

Students of the University and foreign academic institutions may apply to pursue dual degrees under the Regulations for Double-Degree Programs between Foreign Universities and Colleges and I-Shou University. The aforesaid regulations shall be separately drafted.

Article 6 The University may administer transfer exams to admit students from other academic institutions if there are vacancies in undergraduate programs, but it is strictly prohibited to allow transfer students to enroll in the first or final year of undergraduate study.

The vacancies mentioned above shall not include those created as a result of a deferral of admission and suspension of studies; upon completion of transfer student admission, the number of students in a given academic year shall not exceed that previously approved by the Ministry of Education.

The Admissions Committee of the University is responsible for all matters relating to the qualifications for admission through transfer and transfer exams by following the admission prospectus made under the University's regulations and rules concerning student admission as well as other applicable laws.

Article 7 New students and transfer students shall complete the enrollment process by a given deadline. No late enrollment is allowed, and such students will be disqualified from admission to the University.

Article 8 If a new student is unable to enroll at the beginning of a new semester on account of severe illness, pregnancy, giving birth, looking after a child under the age of three, or any other compelling circumstances, he/she shall apply in writing to the Office of Academic

Affairs for a deferral of admission before the enrollment deadline by submitting supporting documents. He/she shall also submit the certificates and/or documents required for admission for review purposes. Qualified applicants are entitled to a deferral of admission for a period of one year after the application has been ratified by the University, and no tuition or other required fees shall be paid. The aforesaid deferral of admission is not applicable to transfer students unless they are pregnant, giving birth, or looking after a child under the age of three. New students who are required to fulfill the compulsory military service shall apply for a deferral of admission until the completion of compulsory military service, and they shall then submit a military discharge certificate to apply for admission again after being released from military service. Students who have participated in the MOE Youth Education and Employment Savings Accounts Program are entitled to a deferral of admission for a period of three years, and the approved period of three years is excluded from the maximum period of deferral of admission.

The recognition of severe illness and other compelling circumstances mentioned in the preceding paragraph shall be handled according to Article 18 of the Academic Rules.

Article 9 Upon enrollment at the University, new students and transfer students shall submit valid academic credentials (or credentials of an equivalent educational level) or work experience certificates. When encountering circumstances that reasonably require a deferral of submission, a new student or transfer student may enroll at the University after his/her application for deferral of submission has been granted by the University, and he/she shall submit the required certificates and/or documents by a given deadline; otherwise, he/she will be disqualified from enrollment and expelled from the University. If a student gets involved in one of the following situations, his/her admission status shall be canceled and no academic certificate issued:

1. any of the certificates, credentials, or documents submitted for admission to the University is found to be counterfeited, tampered with, borrowed from another person, falsely used, or altered;
2. being found to have been involved in a fraudulent practice or irregularities during an entrance exam with clear evidence provided; or
3. being found to have no necessary qualifications for admission or transferring to the University with clear evidence provided.

If one of the aforesaid situations is found after the student has graduated from the

University, the University shall request him/her to return the diploma to the University for nullification, and at the same time announce the cancelation of his/her status as a graduate of the University.

Chapter Two Registration, Course Registration and Payment

Article 10 Students shall, at the beginning of every semester, complete the enrollment process, register for courses, and pay the tuition and other require fees to the University in accordance with the following rules:

1. Enrollment:

- a. Undergraduate freshmen and transfer students shall complete the process and submit the required certificates/documents in accordance with the admission notification. Continuing students and super seniors shall complete the process in accordance with the student enrollment notice.
- b. Students of the University shall pay the tuition and other required fees and complete the enrollment process by a given deadline under the preceding item, but those who shall be expelled from the University or have satisfied the requirements for graduation shall not enroll at the University.
- c. Students who do not complete the enrollment process within two weeks of the enrollment deadline shall be expelled from the University. Notwithstanding the foregoing, the aforesaid rule does not apply to those who have obtained prior consent from the University for a deferral of enrollment due to force majeure.
- d. Graduating students who do not earn enough credits required for graduation and request an extension of the prescribed duration of study shall complete the enrollment process in accordance with the applicable regulations and rules, and they shall take at least one course. If a graduating student has to retake or make up a course(s) only in the second semester of the extended year of study, he/she may apply to the University for suspension of studies in the first semester.
- e. Students who apply for suspension of studies are not required to enroll at the University provided that their applications have been approved by the University and the school leaving process is completed before the enrollment deadline of the semester.

2. Course Registration:

- a. Students shall register for courses under the Regulations for Course

Registration at I-Shou University. The aforesaid regulations shall be separately drafted.

- b. Matters relating to pursuing further studies, conducting research, and taking part in an exchange program overseas shall be handled under the Guidelines on Overseas Studies and Overseas Credit Transfer for Students at I-Shou University. The aforesaid guidelines shall be separately drafted.
- c. Students shall not take courses that meet at the same time or at overlapping times. Courses that are found to meet at the same time or at overlapping times shall be canceled. Students shall not register for courses that have been completed or transferred.
- d. Students may register for courses offered by other academic institutions under the Regulations for Inter-University Course Registration at I-Shou University. The aforesaid regulations shall be separately drafted.
- e. Students may take courses offered during the summer vacation under the Regulations for the Offering of Summer Courses at I-Shou University. The aforesaid regulations shall be separately drafted.
- f. Daytime undergraduate students may register for courses offered by evening programs or vice versa under the Regulations for Inter-Divisional Course Registration by Students in Daytime and Evening Programs at I-Shou University. The aforesaid regulations shall be separately drafted.
- g. Students may apply for course withdrawal by a given deadline under the Regulations for Application for Courses Withdrawal by Students at I-Shou University if they need to drop a course during the semester under special circumstances. The aforesaid regulations shall be separately drafted.

3. Payment:

- a. Students shall pay the tuition and other required fees to the University before the enrollment deadline of every semester, and the exact amount will be announced before the enrollment deadline of every semester.
- b. The enrollment process is not considered complete until students pay the tuition and other required fees.

Chapter Three Leave of Absence, Excused Absences, and Unexcused Absences

Article 11 Students who cannot attend a class for some reason shall apply for a leave of absence

under the Rules of Application for Leave of Absence by Students of I-Shou University.
The aforesaid rules shall be separately drafted.

Article 12 Any leave of absence taken by students for some reason with prior approval from the University is considered an excused absence. An absence without prior approval from the University will be considered an unexcused absence.

Course instructors shall establish point deduction criteria applicable to students absent from class with/without prior approval from the University. Notwithstanding the foregoing, no points will be deducted if a student is absent from class due to bereavement leave, menstrual leave, mental health leave, or maternity leave.

Chapter Four Intra- and Inter-Departmental Transfers, Inter-University Transfers, Minors, Secondary Majors, and Credit Programs

Article 13 When students apply for an intra- or inter-departmental transfer, they can be transferred only to another program (track) under the same educational system, and the Regulations for Intra- and Inter-Departmental Transfers at I-Shou University shall apply. The aforesaid regulations shall be separately drafted.

Article 14 Regarding courses and credits new students and transfer students bring with them to the University, they shall apply for credit transfer under the Regulations for Credit Transfer by Students at I-Shou University. The aforesaid regulations shall be separately drafted.

Article 15 Students may apply for a minor under the Regulations for Minor Studies at I-Shou University from their sophomore year through the first semester of their last year (excluding extended time needed to complete their studies). The aforesaid regulations shall be separately drafted.

Article 16 Students may apply for a secondary major under the Regulations for Double Majors at I-Shou University from their sophomore year through the first semester of their last year (excluding extended time needed to complete their studies). The aforesaid regulations shall be separately drafted.

Article 17 Students who want to enroll in a credit program shall file an application under the Principles for Inter-College and Inter-Departmental Credit Programs at I-Shou University. The aforesaid principles shall be separately drafted.

Chapter Five Suspension of Studies, Resumption of Studies, Withdrawal from Studies, Dismissal, and Tuition Refunds

Article 18 Students may apply for suspension of studies in accordance with the following rules:

1. Students may apply to the Office of Academic Affairs for suspension of studies due to severe illness or any serious incidents. If on health grounds, a certificate of diagnosis issued by a doctor is required; in the case of a serious incident, the student's parent (legal representative or guardian) shall provide an explanation in writing.
2. Students may apply for suspension of studies for a period of one semester or one academic year at a time. The maximum allowable period for students to suspend studies is two academic years. Students who need an extension upon expiry of the current suspension due to severe illness or compelling reasons may have the suspension extended after a special application has been ratified by the President, and the maximum period of such an extension is two academic years. Students who are required to fulfill the compulsory military service during the suspension period shall provide supporting documents to apply for an extension until the completion of compulsory military service. The approved period of suspension due to compulsory military service, pregnancy, giving birth, or looking after a child under the age of three (supporting documents required) will not be included in the maximum allowable period of suspension. Students who have participated in the MOE Youth Education and Employment Savings Accounts Program may apply for suspension of studies for a period of up to three years, and the approved period of suspension will not be included in the maximum allowable period of suspension.
3. Students who apply for suspension of studies will not be awarded a certificate of suspension until they have obtained approval from the University and completed the school leaving process. Before obtaining approval from the University, applicants shall attend classes as usual or apply for a leave of absence. No application for suspension of studies will be considered from the beginning of the final exam week through the end of the semester.
4. If an application for suspension of studies has been approved, any course score received during the semester of suspension will not be included in the overall academic grades, and the applicant is not eligible to apply for credit transfer.

Article 19 Students shall be asked to suspend studies under either of the following circumstances:

1. having completed the enrollment process but failed to register for courses by a given deadline after being notified; or

2. having committed gross negligence and being approved to suspend his/her studies.

Article 20 Students shall apply for resumption of studies before the expiry of the suspension period in accordance with the following rules:

1. Upon expiry of the suspension period, students shall apply for resumption of studies before the beginning of the next semester. If a student has suspended studies due to severe illness or compulsory military service, he/she shall provide a health certificate issued by a doctor or a military discharge certificate to apply for resumption of studies. He/she may proceed to the resumption process only after obtaining approval from the Dean of Academic Affairs.
2. Upon resumption of studies, students shall continue their studies in the semester or grade level in which they have not yet completed their studies. If the department (track) they previously studied at has been discontinued, the University will help such students transfer to an appropriate department (track) and offer all possible assistance with course transition and study counseling.

Article 21 Students shall be expelled from the University when one of the following circumstances occurs:

1. having been granted an extension of the prescribed duration of study but failing to complete courses or earn credits required by his/her department (track);
2. failing to apply for either resumption of studies or an extension of suspension upon expiry of the current suspension period;
3. simultaneously enrolling at another academic institution without prior consent from the University;
4. having received a conduct score of below 60;
5. being a continuing student of the University but failing to complete the enrollment process by a given deadline after a new semester begins without applying for either a leave of absence or an extension of leave of absence to the University;
6. having committed gross negligence and being approved to be expelled from the University under the resolution adopted by the Student Reward and Disciplinary Committee and ratified by the President; or
7. being approved to be expelled from the University under the Academic Rules.

Article 22 Students applying for withdrawal from studies for some reason shall apply to the University together with a letter of consent with the signatures of their parents (legal representatives or guardians). They shall complete the school leaving process after the

application has been approved by the University.

Once an application for withdrawal from studies has been approved, the applicant is not permitted to apply for resumption of studies.

Article 23 Students approved to withdraw from studies shall complete the school leaving process at the Office of Academic Affairs. The University will issue a certificate of attendance to such students who have studied at the University for a full semester and received course scores.

Students who are expelled from the University due to a failing conduct score or a violation of the University's regulations and rules are not permitted to resume their studies at the University.

Article 24 When an application for suspension of studies or withdrawal from studies has been approved, the applicant may receive a refund of the tuition and other required fees according to the refund standards stipulated by the Ministry of Education:

1. If he/she applies for suspension or withdrawal on or before the enrollment deadline, he/she does not need to pay the tuition and other required fees.
2. If he/she applies for suspension or withdrawal between the next day of the enrollment deadline and the day before the first day of school, he/she is entitled to a refund equal to two-thirds of the tuition and 100% of other required fees.
3. If he/she applies for suspension or withdrawal before one-third of the semester has passed, he/she is entitled to a refund equal to two-thirds of the tuition and other required fees.
4. If he/she applies for suspension or withdrawal after one-third of the semester has passed, but before two-thirds of the semester has elapsed, he/she is entitled to a refund equal to one-third of the tuition and other required fees.
5. If he/she applies for suspension or withdrawal after two-thirds of the semester has passed, no refunds are given.
6. Once an application for suspension or withdrawal has been approved, the exact refund amount will depend on the date on which the application is submitted to the Office of Academic Affairs.
7. Students who have registered for nine credits or fewer and paid credit fees in accordance with the University's regulations and rules shall apply for a refund under Article 56 of the Academic Rules.

When new students or transfer students who are admitted to the University through an

entrance exam with a vacancy replacement mechanism apply for withdrawal on or before the replacement deadline, they are entitled to a refund after an administrative fee equal to 5% of the tuition and other required fees paid is deducted. As for those who apply for suspension or who apply for suspension or withdrawal after the replacement deadline, the preceding paragraph shall apply.

Article 25 Students shall be dismissed from the University when either of the following circumstances occurs, unless stipulated otherwise:

1. The student ID card, academic transcripts, or other academic certificates issued to a student by the University are found to be counterfeited, tampered with, or altered in some manner; or
2. The student has committed gross negligence, thereby being approved to be dismissed as decided by the Student Reward and Disciplinary Committee and ratified by the President.

Students who are dismissed by the University shall complete the school leaving process, but the University will not issue any academic certificates to them. If either of the aforesaid situations is found after a student has graduated from the University, the University shall request him/her to return the diploma to the University for nullification, and at the same time announce the cancelation of his/her status as a graduate of the University.

Article 26 Students may put forward an appeal under the Regulations for Handling Students' Grievances by I-Shou University with supporting documents attached if they consider the disciplinary action of expulsion or dismissal illegal or improper, thereby infringing their rights and interests.

Students subject to such a disciplinary action may submit an application in writing to the University for continuing their studies at the University until the appeal result is announced. The University shall consult the Student Appeal Committee and take into consideration the students' living and learning conditions, and the University shall reply to them in writing within one week, specifying their rights and obligations relating to the student status. For students who are permitted to continue their studies at the University with prior consent from the University, the rules concerning course registration, academic assessment, rewards, and punishments for such students shall be the same as those applicable to enrolled students, but the University will not confer any diploma to them. If the disciplinary action of expulsion remains upheld, the date of termination of studies on

a certificate of attendance shall be the date on which the disciplinary action is meted out. Proof of credits may be issued to such students for course credits earned during the appeal period.

If the appeal against a disciplinary action has not produced a satisfactory result, the student may put forward an administrative appeal or administrative litigation. If the superior competent authorities deem or the administrative court rules the disciplinary action to be illegal or improper, the University shall convene a meeting to review the disciplinary action on the basis of the decision or judgment made by the aforesaid authorities.

If a student has put forward an appeal in accordance with the applicable rules and the appeal has succeeded, but he/she is not able to resume studies in a timely fashion due to any serious incidents, he/she shall apply for suspension of studies for the period of absence before resuming studies at the University. The aforesaid period of absence will not be included in the maximum allowable period of suspension.

Chapter Six Exams, Scores, and Make-up Exams

Article 27 The scores given to undergraduate students are for either academic performance (including internships) or personal conduct. The scoring method is based on a 100-point scale, with 100 points being the highest possible score and 60 points being the lowest passing score. Only after being approved by the department-, college-, and university-level Curriculum Committees and the University Academic Council will the scoring method for special subjects be based on the following criteria: “Passed,” “Failed,” “Certified,” or “Not Certified.” No credits will be granted to students who have received a course score of below 60, have fallen short of certain criteria, or have not acquired a certificate.

Article 28 The University may adopt the following three methods to assess students’ academic performance:

1. Quizzes: Course instructors may give quizzes during regular class time.
2. Midterm exams: Course instructors may administer exams in the middle of each semester.
3. Final exams: Final exams shall be administered according to the academic calendar of the University.

The rules concerning academic assessments otherwise stipulated by course instructors

shall apply.

Article 29 Students who are found to have cheated in an exam shall receive a course score of zero, and the Student Reward and Disciplinary Committee shall discuss the disciplinary action against such students, and the resolution adopted by the Committee shall be submitted to the President for ratification.

Article 30 The calculation method of students' average semester grades is as follows:

1. The product of the number of credits of one course and the course score is the credit points of the course. The sum of all credit points is the total credit points.
2. The sum of the course credits of all courses taken by a student in a semester is the total course credits. However, courses where "Passed," "Failed," "Certified," and "Not Certified" are used for scoring shall be excluded.
3. The quotient of the total credit points divided by the total course credits is the average semester grade.
4. To calculate the average semester grade, failed courses, courses where a student has been prohibited from taking the final exam, and courses where a student is found to have cheated and receives a course score of zero shall be included.

The quotient of the total credit points divided by the total course credits taken by a student during the duration of study is the average graduation grade.

The score of each course shall be a whole number, while the average semester grade and the average graduation grade shall be rounded off to the nearest hundredth.

Grade points are assigned to each course score as follows:

1. A: four points for a score of 80 or above;
2. B: three points for a score of 70-79;
3. C: two points for a score of 60-69;
4. D: one point for a score of 50-59; and
5. E: no points for a score of 49 or below.

To calculate a student's GPA (Grade Points Average), the sum of the products of course credits and grade points of all courses shall be divided by the total course credits taken by a student during the duration of study.

Article 31 In case of any doubts about semester grades, students may apply for reconsideration under the Regulations for Applying for Grade Review by Students and Grade Corrections by Faculty Members at I-Shou University. The aforesaid regulations shall be separately drafted.

Article 32 Make-up exams shall be administered in accordance with the following rules:

1. Students who have been granted a leave of absence from the final exam under the Regulations for the Handling of Absences from Final Exams and Make-up Exams at I-Shou University are eligible to take a make-up exam. The aforesaid regulations shall be separately drafted.
2. Make-up exams shall be arranged and administered by the Curriculum Section of the Office of Academic Affairs, and students who fail to take a make-up exam are not permitted to take it at a later date.

Students who take approved personal leave, sick leave, maternity leave, or parental leave due to pregnancy, giving birth, or looking after a child under the age of three are entitled to a make-up exam or alternative remedies.

Article 33 Students' final exam papers shall be kept by course instructors themselves or the Curriculum Section of the Office of Academic Affairs for a period of one year for the purpose of future reference or reconsideration.

Chapter Seven Prescribed Duration of Study and Course Credits

Article 34 The University stipulates the prescribed duration of study and adopts a credit-based system. Undergraduate students are expected to complete the prescribed course of study in four years, except for the School of Chinese Medicine for Post Baccalaureate (five years), the Post-Baccalaureate Program in Nursing (three years), the School of Medicine (six years), and second-expertise post-baccalaureate programs (one or two years). In principle, students are eligible to graduate only when they have earned at least 128 course credits. For departments where the prescribed duration of study is not four years, the number of course credits required for graduation shall be adjusted depending on the actual prescribed duration of study. Students who enroll in second-expertise post-baccalaureate programs shall earn at least 48 course credits before graduation, and they may apply for credit transfer if they have earned credits for similar subjects offered at the undergraduate level or above before being admitted to the program; notwithstanding the foregoing, such students shall earn at least 40 course credits before graduation.

For new students who have graduated from a senior secondary school in a foreign country, including Hong Kong and Macao, and whose graduation year is academically equivalent to the second year of domestic senior high schools, and whose schools of graduation are comparable in academic level and nature to domestic senior high schools (excluding those

who have left their schools for two years or longer, or those who were admitted with their final score from preparatory programs for overseas-compatriot students), they shall take an additional twelve course credits besides the number of credits required by their departments during the prescribed duration of study, in order to be eligible for graduation. Students who have excellent academic performance may apply for graduation one semester or one academic year before their expected graduation date under the Regulations for Early Graduation of Daytime Undergraduate Students with Excellent Academic Performance at I-Shou University. The aforesaid regulations shall be separately drafted. Graduating students with excellent academic performance and the potential for conducting research may apply for direct admission to a doctoral program under the Rules of Direct Admission to Doctoral Programs at I-Shou University. The aforesaid rules shall be separately drafted.

If students apply to do military service during the prescribed duration of study, the Regulations for Flexible Learning Measures for Undergraduate Students of I-Shou University Doing Military Service During the Prescribed Duration of Study shall apply. The aforesaid regulations shall be reported to the Ministry of Education for future reference.

Students who fail to earn the required course credits or to complete the internship or clerkship within the prescribed duration of study may apply for an extension for another two years at most. Students may apply for an extension for another four years at most due to pregnancy, giving birth, or looking after a child under the age of three. Physically or mentally challenged students may apply for an extension for another four years at most. The period of suspension of studies and of deferral of admission will not be included in the prescribed duration of study.

Article 35 In principle, eighteen teaching hours equals one course credit. The calculation of course credits for practicum or laboratory courses shall be determined by respective departments.

Chapter Eight Going Abroad

Article 36 If a student goes abroad (including the Mainland Area) during the prescribed duration of study, all matters relating to his/her academic studies and student status shall be handled under the Regulations for Handling of Studies and Enrollment Status for Students Studying Abroad/in Mainland China at I-Shou University. The aforesaid regulations shall be separately drafted.

Chapter Nine Graduation and Academic Degrees

Article 37 Undergraduate students who have successfully completed the prescribed course of study and satisfy the following requirements will be conferred a bachelor's degree:

1. having met all course requirements and earned the course credits required for graduation;
2. having received a passing conduct score for all the semesters enrolled;
3. having completed the required internship/clerkship within the prescribed period and passed required exams (if any); and
4. having completed additional courses or earned additional course credits as required by law or by the University and passed required exams.

Part III Graduate Programs

Chapter One Admissions

Article 38 People who have graduated from a domestic university or independent college accredited by the Ministry of Education and hold a bachelor's degree, who have graduated from a foreign university or independent college recognized by the Ministry of Education and hold a bachelor's degree, or who have achieved an equivalent educational level and passed the University's entrance exam may enroll in a master's program at the University.

Article 39 People who have graduated from the master's program of a domestic university or independent college accredited by the Ministry of Education and hold a master's degree, who have graduated from the master's program of a foreign university or independent college recognized by the Ministry of Education and hold a master's degree, or who have achieved an equivalent educational level and passed the University's entrance exam may enroll in a doctoral program at the University.

Article 40 Master's students of the University may apply for direct admission to a doctoral program under the Rules of Direct Admission to Doctoral Programs at I-Shou University.

Article 41 Master's students who are admitted via recommendation and satisfy admission requirements may apply for the one-semester early enrollment.

Chapter Two Enrollment, Course Registration, and Payment

Article 42 Graduate students shall complete the enrollment process under the University's regulations and rules. They shall pay the tuition and other required fees in full in the first

two academic years, and pay only credit fees for course credits they take starting the third academic year. Notwithstanding the foregoing, graduate students shall pay the tuition and other required fees in full if they take ten course credits or more.

Article 43 The required number of course credits graduate students shall take every semester shall be decided by their departments (institutes/programs), and they shall take at least one course every semester.

Chapter Three Prescribed Duration of Study, Course Credits, Scores, and Intra- & Inter-Departmental Transfers

Article 44 The prescribed duration of study for graduate students is as follows:

1. Master's students are expected to complete the prescribed course of study in one to four years. Doctoral students are expected to complete the prescribed course of study in two to seven years.
2. Part-time graduate students who fail to complete the required courses or a degree treatise within the prescribed duration of study may apply for an extension for another two years at most.
3. Students who enroll in a doctoral program through direct admission shall comply with Subparagraph 1 concerning the prescribed duration of study for doctoral students.

Article 45 To be eligible for graduation, master's students shall earn at least 24 course credits, while doctoral students shall earn at least eighteen course credits; students enrolling in a doctoral program through direct admission shall earn at least 30 course credits.

The aforesaid course credits do not include those for degree treatises.

The number of course credits required for graduation shall be decided by respective departments (institutes/programs).

Article 46 To calculate the score for each course and the score for the oral defense, the scoring method is based on a 100-point scale, with 100 points being the highest possible score and 70 points being the lowest passing score. No course credit will be granted if a course score is below 70. If a graduate student takes a course(s) at the undergraduate level, the lowest passing score is 60; however, the course score will not be considered when calculating the average semester grade and the average graduation grade.

To calculate a graduate student's average graduation grade, the average semester grade of all semesters enrolled accounts for 50%, and the score for the oral defense accounts for

50%.

Article 47 Graduate students may apply for an intra- or inter-departmental transfer in accordance with the Regulations for Intra- and Inter-Departmental Transfers at I-Shou University. Those who want to seek a minor or a secondary major may file an application in accordance with the Regulations for Minor Studies at I-Shou University or the Regulations for Double Majors at I-Shou University.

Article 48 Graduate students may apply for credit transfer in accordance with the Regulations for Credit Transfer by Students at I-Shou University.

Chapter Four Expulsion

Article 49 Graduate students under one of the following circumstances shall be expelled from the University:

1. failing to complete the required courses or earn the required course credits within the prescribed duration of study specified in Article 44 of the Academic Rules;
2. failing to pass the doctoral qualifying examination by the deadline set by their departments (institutes/programs) (for doctoral students only); for those enrolling in a doctoral program through direct admission, the Rules of Direct Admission to Doctoral Programs at I-Shou University shall apply;
3. having failed the oral defense, and being qualified for retaking the examination but failing again;
4. having received a failing conduct score;
5. having applied for withdrawal from studies;
6. failing to complete the enrollment process by a given deadline, or failing to apply for resumption of studies upon expiry of the suspension period; or
7. simultaneously enrolling in another academic institution without prior consent from the University.

Chapter Five Graduation and Academic Degrees

Article 50 Graduate students who satisfy the following requirements shall be conferred a master's degree or doctoral degree:

1. having met all course requirements and earned the required course credits within the prescribed duration of study;
2. having received a passing conduct score for all semesters enrolled; and

3. having passed the oral defense in accordance with the Regulations for Doctoral Degree Examinations at I-Shou University or the Regulations for Master's Degree Examinations at I-Shou University; the aforesaid two regulations shall be separately drafted.

Part IV Evening Programs

Chapter One Admissions

Article 51 To enroll in an evening bachelor's degree program of the University, people shall have the necessary qualifications and pass the entrance exam.

To enroll in a two-year in-service bachelor's degree program of the University, people shall have the necessary qualifications and pass the entrance exam.

To enroll in an in-service master's program of the University, people shall have the necessary qualifications and pass the entrance exam.

To transfer to an evening bachelor's degree program of the University, people shall have the necessary qualifications and pass the transfer exam. Successful examinees will then be placed in an appropriate grade level.

All matters relating to admissions mentioned in this article shall be subject to the University's regulations and rules about admissions as well as the applicable government laws, which shall be clearly stated in admission prospectuses.

Chapter Two Enrollment, Course Registration, and Payment

Article 52 Students shall, at the beginning of each semester, complete the enrollment process, register for courses, and pay the tuition and other required fees to the University under the applicable regulations and rules.

Students shall register for courses in accordance with the Instructions on Course Registration for Students of Evening Programs at I-Shou University. The aforesaid instructions shall be separately drafted.

Chapter Three Prescribed Duration of Study

Article 53 The University stipulates the prescribed duration of study and adopts a credit-based system, and the prescribed duration of study is as follows:

1. Students enrolling in evening bachelor's degree programs are expected to complete the prescribed course of study in four years, and they may apply for an extension

for another two years at most if necessary. Students may apply for an extension for another four years at most due to pregnancy, giving birth, or looking after a child under the age of three. Physically or mentally challenged students may apply for an extension for another four years at most.

2. Students enrolling in two-year in-service bachelor's degree programs are expected to complete the prescribed course of study in two years, and they may apply for an extension for another three years at most if necessary. Students may apply for an extension for another four years at most due to pregnancy, giving birth, or looking after a child under the age of three. Physically or mentally challenged students may apply for an extension for another four years at most.
3. Students enrolling in in-service master's programs are expected to complete the prescribed course of study in one to four years. Those who fail to complete their required courses or a degree treatise within the prescribed duration of study may apply for an extension for another two years at most.

Students of evening bachelor's degree programs who have excellent academic performance may apply for early graduation in accordance with the Regulations for Early Graduation of Evening Undergraduate Students with Excellent Academic Performance at I-Shou University. The aforesaid regulations shall be separately drafted.

Chapter Four Suspension of Studies, Resumption of Studies, Withdrawal from Studies, and Tuition Refunds

Article 54 The Continuing Education Center of the Office of Academic Affairs (hereinafter referred to as "the Center") is responsible for handling applications for suspension of studies, withdrawal from studies, resumption of studies, and tuition refunds submitted by students of evening programs.

Article 55 Regarding withdrawal from studies by students of evening bachelor's degree programs or two-year in-service bachelor's degree programs, Part II of the Academic Rules shall apply.

Regarding withdrawal from studies by students of in-service master's programs, Part III of the Academic Rules shall apply.

Article 56 When an application for suspension of studies or withdrawal from studies has been approved, the applicant may receive a refund of the tuition and other required fees according to the refund standards stipulated by the Ministry of Education:

1. If he/she applies for suspension or withdrawal on or before the enrollment deadline, he/she does not need to pay the tuition, credit fees, and other required fees.
2. If he/she applies for suspension or withdrawal between the next day of the enrollment deadline and the day before the first day of school, he/she is entitled to a refund equal to two-thirds of the tuition and credit fees and 100% of other required fees.
3. If he/she applies for suspension or withdrawal before one-third of the semester has passed, he/she is entitled to a refund equal to two-thirds of the tuition, credit fees, and other required fees.
4. If he/she applies for suspension or withdrawal after one-third of the semester has passed, but before two-thirds of the semester has elapsed, he/she is entitled to a refund equal to one-third of the tuition, credit fees, and other required fees.
5. If he/she applies for suspension or withdrawal after two-thirds of the semester has passed, no refunds are given.
6. Once an application for suspension or withdrawal has been approved, the exact refund amount will depend on the date when the application is submitted to the Center.

When new students or transfer students who are admitted to the University through an entrance exam with a vacancy replacement mechanism apply for withdrawal on or before the replacement deadline, they are entitled to a refund after an administrative fee equal to 5% of the tuition, credit fees, and other required fees paid is deducted. As for those who apply for suspension or withdrawal after the replacement deadline, the preceding paragraph shall apply.

Chapter Five Make-up Exams

Article 57 Make-up exams shall be administered in accordance with the following rules:

1. Students who have been granted a leave of absence from the final exam under the Regulations for the Handling of Absences from Final Exams and Make-up Exams at I-Shou University are entitled to take a make-up exam. Students who take approved personal leave, sick leave, maternity leave, or parental leave due to pregnancy, giving birth, or looking after a child under the age of three are entitled to a make-up exam or alternative remedies.
2. Students of evening bachelor's degree programs or two-year in-service bachelor's

degree programs who have failed a course with a course score of 50 or higher may apply to take a make-up exam in accordance with the Guidelines on Make-up Exams for Students of Evening Programs at I-Shou University. The aforesaid guidelines shall be separately drafted.

3. Make-up exams shall be arranged and administered by the Center, and students who fail to take a make-up exam are not permitted to take it at a later date.

Part V Student Record Management

Article 58 The name, date of birth, national ID number, and permanent address of each student stated on academic records shall be identical to the information stated on his/her national ID card. Regarding international students, the information stated on their Alien Resident Certificates shall apply.

In case of any difference in the information between a student/alumnus/alumna's academic records and the national ID card (or the Alien Resident Certificate), he/she shall submit supporting documents to the Office of Academic Affairs to apply for corrections.

Article 59 The academic records of each student enrolling at the University (including the college/department/institute/program/track/year enrolled in, academic performance, enrollment, suspension of studies, resumption of studies, intra-/inter-departmental transfers, withdrawal from studies, transferring from/to other academic institutions, minors, secondary majors, and credit programs) shall be based on the academic data and score sheets kept by the Office of Academic Affairs.

Article 60 The rules concerning student record management in the Academic Rules shall apply, *mutatis mutandis*, to students from the Mainland Area, overseas Chinese students, international students, Mongolian & Tibetan students pursuing further studies in Taiwan, indigenous students, students whose parents have been appointed to work overseas by the government, students with outstanding sports performance placed by the Ministry of Education, students with outstanding sports performance admitted through independent recruitment, and physically or mentally challenged students, unless stipulated otherwise by law.

Part VI Supplementary Provisions

Article 61 Matters not mentioned in Part III or Part IV, if any, shall be subject to Part II.

Article 62 The Academic Rules shall apply, *mutatis mutandis*, to students enrolling in degree

programs in terms of student record management, inter-departmental transfers, minors, secondary majors, and the like.

Article 63 The Regulations for Protecting the Right to Education of Students Suffering from Sudden Major Disasters by I-Shou University shall apply to students who have suffered from sudden major disasters recognized by the Ministry of Education while studying at the University. The aforesaid regulations shall be separately drafted.

Article 64 Students who are hired as part-time assistants by the University while studying at the University are subject to the Guidelines on the Handling and Protection of the Learning and Labor Rights of Student Part-time Assistants at I-Shou University. The aforesaid guidelines shall be separately drafted.

Article 65 Matters not mentioned herein, if any, shall be subject to the laws of the Ministry of Education as well as the applicable regulations and rules of the University.

Article 66 The Academic Rules become effective on the third day of promulgation after being adopted by the University Council. The Academic Rules are also submitted to the Ministry of Education for future reference. The same procedure applies to any amendments to the Academic Rules.

Note: In case of any disputes or misunderstanding regarding the interpretation of the language or terms of the Academic Rules, the Chinese language version shall prevail.