

Academic Regulations of National Chiayi University

Chapter I General Regulations

Article 1 The regulations are provided in accordance with the “University Act,” “Enforcement Rules of the University Act,” the “Degree Conferral Law” and the “Enforcement Rules of the Degree Conferral Law” for handling student status and other related affairs for NCYU.

Article 2 Except for those stipulated by the Ministry of Education (MOE), NCYU students shall comply with these regulations for admission, reservation of the admission qualification, registration, credits, study period, degree conferral, and student’s transferring between universities and between departments (institutes or groups), postponement of study, reinstatement, expulsion, academic evaluation, intercollegiate course selection, and other relevant affairs.

The term “department (institutes)” stipulated in these regulations includes the study program for relevant degree. The regulations for students of study program are same with those of departments (institutes).

Regulations of student status for NCYU Students studying abroad are set forth by NCYU and recorded by the MOE.

NCYU will keep records of student status information regarding student number, name, gender, birth date, permanent address, citizen ID number, date of enrollment, postponement of study, reinstatement, mailing address and parents’ or guardian’s information. Student status information stipulated in foregoing paragraph shall be kept permanently.

Article 3 All Continuing Education students should comply with these regulations as well.

Chapter II Admission

Article 4 NCYU will recruit new students for undergraduate programs and graduate programs (both Master and Doctor included) at the beginning of academic year. Each department will also recruit second grade and third grade transfer students. The general regulations and brochure of recruitment will be set forth by NCYU and recorded by the MOE.

The regulations for foreign students’ admission are provided in accordance with the “MOE Regulations Regarding International Students Undertaking Studies in Taiwan” and recorded by the MOE.

NCYU may recruit overseas Chinese students, overseas Mongolian and Tibetan students, aboriginal students, **disabled** students that have a proof of disabilities, children of

government employees who are assigned to work abroad and talented student athletes that meet MOE qualifications.

Article 4-1 **Students of NCYU and overseas universities are allowed to apply for dual-degree programs in accordance with the Regulations on the Dual-Degree International Study Program for NCYU. The regulations will be set forth by NCYU and recorded by the MOE.**

Article 4-2 Students who apply for double registration shall comply with “Guidelines for Double Registration Application of NCYU”, which come into force after the approval from Academic Affairs Meeting.

Article 5 Anyone who meets the following qualifications can be a student of NCYU.

5.1 Persons who have graduated from a public or an accredited private senior high school, vocational high school or school with an equivalent education level and passed the public admission exams can be enrolled in first year class of a bachelor program at NCYU.

5.2 Individuals who have received a bachelor’s degree from a public or accredited private university, or a college, or a foreign university or a college recognized by the MOE , or schools with an equivalent education level and passed the public admission exams may be enrolled in the first year class of a **master’s** program.

5.3 Individuals who have received a master’s degree from a public or accredited private university, or a college, or a foreign university or a college recognized by the MOE , or schools with an equivalent education level and passed the public admission exams may be enrolled in the first year class of a **doctoral** program.

5.4 Persons who have received a master’s degree from a public or accredited private university, college, a foreign university recognized by the MOE, have obtained an equivalent qualification and passed NCYU entrance exam for an intended doctoral program, or any foreign graduate student approved by MOE after passing the screening test held by NCYU may study for his doctoral degree at NCYU.

With excellent academic achievements, graduating seniors of **the** bachelor program or students of the **master’s** program may apply for a direct admission to **a doctoral** program. The regulations are set forth by NCYU.

Article 6 Except for the first year and last year classes, departments may organize transfer examinations to recruit transferred students for vacancies.

Students of enrollment preservation and postponement of study are excluded from vacancies mentioned in **the** preceding paragraph. After enrollment of transferred students, the sum of student numbers shall not exceed the numbers originally assigned to NCYU.

Applicants for transfer student vacancies shall have qualifications followed: studied in

college for one year above, graduated from college with military service finished or without obligation of military service, graduated from junior college, vocational school or schools with an equivalent education level, or undergraduate students of National Open University who finished required credits. After public admission procedures, the qualified transferred students shall be enrolled in **the** equivalent level class of NCYU.

Any transfer exams related regulations are proved by the Transfer Student Admission Committee and recorded by **the** MOE.

Article 7 Candidates of new students or transfer students shall complete the enrollment procedures by themselves within a time limit, and submit their diploma of graduation as well as relevant documents as required. If the enrollment procedures are not completed within the time limit, nor are the required documents submitted, the candidates' admission qualification will be **revoked immediately**. Candidates who can't enroll within the time limit due to serious illness or special circumstances shall submit the proof in advance to apply for one week of enrollment time extension. **The candidates' admission qualification will be revoked right after the extended week.**

Students convicted of cheating on an entrance exam will be revoked of their student status. If the incident is discovered after the student graduated, the graduation certificate will be **nullified** and qualifications for graduation will be **revoked**. This incident will be made known to the public.

Any new students or transfer students who cannot finish the enrollment process within the time limit due to serious illness, pregnancy (including child-birth and child-care), military service, or special circumstances shall submit supporting documents and apply for reservation of the admission qualification within the time limit. With the approval, the student may obtain the reservation of the admission qualification for one year at most (military service, pregnancy, child-birth, child-care applications are not subject to the limited period). The application shall follow the Guidelines for Reservation of the Admission Qualification.

New students or transfer students who do not complete the enrollment and registration process will not be allowed to apply for postponement of study.

Article 7-1 Foreign graduate students who **arrive** at the campus over one-third of current semester shall not be enrolled. The admission will be allowed for the next semester with the agreement of chairperson (director) of the department (institute), dean of the college and the approval of the President.

Article 8 The rights and obligations of students who study at the government sponsorship are set according to the “MOE Regulations Governing Government Sponsorship of Teacher Education and Students Dispatch” and relevant regulations.

Other students need to pay tuition and miscellaneous fees in accordance with the administrative orders of the MOE. Students may apply for fees reduction or scholarships according to NCYU regulations within the specified time limit.

Chapter IV Registration and Course Selection

Article 9 Except for expelled students and those meet with graduation qualifications, all students shall pay tuition and miscellaneous fees every semester within regulated time period. The enrollment process is complete after all fees are paid. Any student who cannot pay the fees within the specified time due to illness or special circumstances shall submit proof documents before its due in order to postpone payment for two weeks at most. **Except for new students or transfer students who are approved with a reservation of the admission qualification, anyone who does not receive approval or whose accepted stipulated period expires shall be revoked of their student status. Students with the aforementioned conditions shall apply for postponement of study, or they shall be expelled by the University.**

Student who completes the registration process without paying all the required fees shall not be allowed to register for the next semester. If graduating seniors don't pay all required fees, or return the borrowed books in regulated period, the graduation certificate will be temporarily withheld.

Article 10 **Course** selection is in accordance with the regulations set by each **department/institute** and shall be recorded and approved by the Office of Academic Affairs (**for day school students**) or Continuing and Extension Education Department (**for night school students**).

Students are not allowed to select different courses offered at the same session. Once this case is encountered, both courses will be graded zero.

When the student has already passed, except for transfer between departments, minor study, double majors or other special purpose with the approval from the chairperson of department, same course shall not be selected and studied twice or more. The credits shall be excluded from the minimum of graduation credits.

Graduate students shall select the topics for their theses after discussions with their advisors within the specified time. The selected topics shall be approved by the director of the institute and registered by the Office of Academic Affairs.

Article 11 Courses addition or drop after **course** selection process shall be within the specified time

period.

Courses addition/drop, grades and credits without official approval will not be admitted.

Article12 Courses offered by other universities shall be selected by NCYU students only with the agreement of both universities. The regulations on intercollegiate course selection are provided by NCYU and recorded by the MOE.

NCYU may offer courses during summer sessions. The regulations on summer courses will be provided elsewhere and recorded by the MOE.

Article13 Students at the second year of bachelor program or above may apply for minor study or double majors. The regulations of double majors and minors will be provided by the meeting of Academic Affairs and recorded by the MOE.

Chapter V Study Period and Credit Requirements

Article14 NCYU adopts a credit-based system. A student in a bachelor program shall study for four years (veterinarian majors shall complete five years of study) and complete at least 128 credits. Students in two-year technical college shall study for two years, and complete at least 72 credits.

Students of graduate program with excellent academic performance who **finish** all the credit and result requirements for graduation may apply for early graduation for one semester or one academic year.

Students who cannot complete the required courses and credits during the regulated study period may be allowed to extend the period of study for two years at most.

A graduate student in a master's program shall study for one to four years and complete at least 24 credits, while the credit for the thesis **is** not included. In-service graduate students who cannot complete the required credits or finish their theses during the regulated time period are allowed to extend their study for one year at most. Graduate students in a doctoral program shall study for two to seven years and complete at least 18 credits. Students with direct admission to doctorate programs shall complete at least 30 (including the maximum of 12 credits from **master's programs**) within three to seven year study period. The credits for the theses are not included. In-service graduate students that cannot complete the required credits or their theses during the regulated time period are allowed to extend their study for two years at most.

In-service graduate students identities stipulated in foregoing paragraph are recognized according to the **identity** of admission examination. **The identity changing of graduate**

students shall comply with the regulations of “Guidelines of Identity Changing for Graduate Students of NCYU”.

Students with pregnancy, child-birth, or child-care reasons are allowed to extend their study for four years at most.

Article14-1 Mental or physical disabled students may request for extending the study period with a maximum of 4 years for special demands, and exempt from the expulsion-related regulation stipulated in Article 37.

Disabled students mentioned in former paragraph are recognized with the formal government-issued certificate or the approval of “Committee Responsible for Identification and Placement of Gifted and Disabled Students”.

Article15 Graduating seniors who need to retake or make up courses in the second semester in the extended years may apply for a postponement of study for the first semester, i.e. they will not need to register for the first semester. They are allowed to register for the first semester with one course taking at least.

Article16 All NCYU courses are offered in terms of credit. One credit refers to one hour weekly and totally 18 weeks each semester for one course. For labs, practical training, and operation courses, one credit requires 2-3 hours weekly and last for 18 weeks.

The regulations on the offerings and calculation of credit hours of courses such as Physical Education, Military Training, and Environmental Improvement Training shall be provided by the “Curriculum Committee” and will take effect after the approval from the University Academic Affairs meeting and recorded by the MOE.

Article17 To receive a bachelor’s degree, transfer students must study for at least one year at NCYU and fulfill all graduation requirements. To receive an associate’s degree, students must study for at least two years in the vocational college at NCYU.

Article18 The credits taken in prior schools can be transferred to NCYU. Students that transfer credits may be promoted to higher grades.

The credit transfer is approved by departments/institutes in accordance with regulations of credit transfer provided by NCYU

Credits transfer for education program is in accordance with the Guidelines of Credits Transfer for Education Program provided by NCYU Teacher Education Center and recorded by the MOE.

Article 19 Any student who is recommended by NCYU to study or conduct thesis research abroad is limited to one year long. The time limit for recommended students to go abroad for research during vacation time is two months. They are not allowed to postpone their stays.

Students who do not come back to NCYU before the regulated time shall be enforced officially with postponement of study. If the students are draftees, relevant affairs shall be dealt **with in accordance** with the “Regulations for Exit of Draftees.”

Article 20 The total number of credits each semester for students is set **in accordance with** NCYU **Course Selection Guidelines**.

Students in two-year undergraduate programs shall take no less than 16 credits each semester during the first academic year and no less than 9 credits during the second year; in-service two-year undergraduate program students shall take no less than 9 credits each semester. Students in four-year undergraduate programs shall take no less than 16 credits each semester during the first, second, **and** third year; and 9 credits for the fourth year at least. Students in evening undergraduate program shall take no less than 9 credits each semester. With the approval of department/institute, students may apply for **reduction of credits**. The number of reduction shall be no more than the 1/3 of regulated minimum credits of that semester.

After the approval from the departments/institutes, students in a master’s or doctoral program can take courses offered from both **programs** and the credits shall be counted if students pass the courses. Such credits cannot be counted twice if students later enter a doctoral program.

After the approval from the department, junior and senior undergraduate students may take courses of master’s programs. Once meeting the pass standard of master’s courses with the credits not listed in the credits of graduation, the students may apply for **credit** transfer when entering the **master’s** programs.

Chapter VI Apply for Leave, Absence and Truancy

Article 21 Students who cannot attend classes shall request for a leave in accordance with the regulations provided by NCYU.

Article 22 An absence of class with approval is regulated as absence. An absence without approval and ratification is regulated as truancy. One truancy class equals to three absence classes.

Article 23 Students with **truancy records** up to 45 **absence** classes shall be forced officially with expulsions.

Article 24 Students whose **absence or truancy records** for one course reach 1/3 of total **course hours of**

the semester are not allowed to take the final exam for that course. The final exam for that course will be graded zero.

Article 25 Leaves for statutory, mourning, pregnancy (including prenatal, miscarriage, paternity, and nursery leaves) and menstrual reasons are not regarded as absences.

Article 26 Students who cannot attend mid-term or final exams shall apply for a leave in **accordance with the** regulations are provided by NCYU.

Chapter VII Transfer between Departments, Institutes or Groups

Article 27 Undergraduate students who apply for transfer between departments shall **comply with the** Regulations of Students Transferring between Departments.

Graduate students are not allowed to transfer between institutes or groups. Special circumstances are necessary to be agreed by both directors and **approved by the** Office of Academic Affairs and the President of NCYU. Applications of **institute or group transfer** shall be submitted before the beginning of second academic year and the **transfer** is limited to once for each student. Approved transferring applications are not allowed to transfer to original institutes or groups.

Article 28 Students in bachelor's programs may submit the application for transfer between departments before the second academic year begins. Students who submit the application before the third academic year **begins** shall be allowed to transfer to a department in similar fields as third grade students or departments in different fields as second grade students. Students who submit the application before the fourth academic year begins, for special reasons shall be allowed to transfer to departments in similar fields as second or third grade students.

Students are allowed to transfer to another department **once** only, and shall fulfill the graduation requirements set forth by the department which the students transfer into.

Students who apply for transfer to another **group** in the same department shall follow the regulations stipulated in the first and second paragraphs of Article 28. For the transfer **students** who transfer to a lower grade, the reduplicate study period of them shall **not** be counted into the maximum study period of graduation.

Students applying for transfer between departments shall submit the application within the regulated period during the second semester of the academic year. The application form which **is** approved and signed by their parents or guardians and transcripts of each semester shall be sent to the chairpersons of both departments for their opinions. After notifying the academic advisor, the application will be sent to the Office of Academic Affairs and approved by the NCYU Transfer Student Evaluation Committee. The departments can

organize an exam for the students applying for transfer and then submit the results to the NCYU Transfer Student Evaluation Committee for evaluation.

Article 29 After the enrollment of transfer students, the sum of students in each department shall not exceed the original total number of new students assigned to the department.

The results of **students'** department-transferring application **exam** will be made public by the time of registration of the first semester of the next academic year.

Article 30 Students who are officially approved or enforced with postponement of study shall not apply for transfer between departments within the period.

Chapter VIII Postponement of Study and Reinstatement

Article 31 Students can apply for one semester, one academic year or two academic years **of** postponement of study (undergraduate students shall submit the approval documents from parents or guardians).

The period of postponement shall be no more than two academic years. A maximum two-year time extra extension due to serious illness (approved by public **hospitals** or metropolitan **hospitals** or above) or special circumstances (with relevant certified documents) shall be approved by the President of NCYU.

The deadline for applying for postponement of study during the semester is one **day** before the final exam **week begins**. The deadline for the graduate students (**both master's and doctoral programs**) **who have completed all the required credits** is the end of the semester.

No grade or performance during the postponement of study will be included in the credit and result requirements for graduation.

Article 32 Students with one of the following conditions shall be enforced officially with a postponement of study:

32.1 Being absent **for** more than 1/3 of the **total** course hours during a semester.

32.2 Being officially enforced a postponement of study according to the results from **the** NCYU Student Conduct Evaluation Committee.

32.3 Registered students who fail to select courses before the deadline or select the **minimum credits**.

Article 33 After the approval of the Office of Academic Affairs and complete process finished, an official certificate will be issued to the **students** who apply for a postponement of study.

Article 34 Students, who are conscripted during the postponement of study, may apply for a time

extension by submitting the photocopy of the military services conscription order. The duration of military service will not be counted in the term of postponement of study. After completing the military service, students shall apply for reinstatement by submitting the discharge order.

The students who do not apply for registration or reinstatement one month after expiration date stipulated in former paragraph shall be expelled.

Article 34-1 The duration of postponement of study for pregnancy (including **child birth**, and **child care**) reasons will not be counted in the term of postponement of study. Students may apply for reinstatement by submitting the certification of **pregnancy/child birth** from public **hospitals, metropolitan hospitals** or above.

Article 35 Upon returning to NCYU, students shall continue studying in the original or proceeding semester or grade and be enrolled in the original department/institute. Students who apply for a postponement of study during a semester shall continue studying in the original semester.

If students' original department/institute has been altered or closed, NCYU will guide students to an appropriate department/institute in which students can continue their studies.

Chapter IX Expulsion and Revocation of Student Status

Article 36 Students will be expelled from NCYU under either of the following circumstances:

36.1 Being unqualified for admission or transfer after evaluation.

36.2 Failing to register or return to NCYU before the deadline.

36.3 Obtaining a failing grade on conduct.

36.4 **Failing to complete the required courses and credits set forth by the department/institute** within regulated study period.

36.5 Doctoral students who do not finish the qualification assessment in period or times regulated by individual departments/institutes or doctoral degree **candidates** who **fail** in qualification assessment twice.

36.6 Graduate students who **are unqualified for make-up exams, qualified but fail in the make-up exam once, or fail in the graduation exam.**

36.7 Voluntarily applying for expulsion.

36.8 Students who break NCYU rules and shall be expelled from NCYU in accordance with the Regulations on Student Conduct.

36.9 Violating other regulations and shall be expelled.

Article 37 Undergraduate students whose sum of credits of failed courses reaches half or more of **the** total credits **of a semester twice** shall be enforced officially with expulsion from NCYU.

Students with status of overseas Chinese students, **international students**, overseas

Mongolian and Tibetan students, children of government employees who are assigned to work abroad, aboriginal students and talented student athletes that meet MOE qualifications whose sum of credits of failed courses reaches 2/3 or more of **the total credits of a semester twice** shall be enforced officially with expulsion from NCYU.

Students who take less than 9 credits in **a** single semester are not subject to two stipulations above.

Graduate students (both **master's** and **doctoral programs**) whose sum of credits of failed courses (**theses** not included) reaches half or more of **the total credits of a semester twice**, or **whose courses are all** scored zero in one semester shall be enforced officially with expulsion from NCYU.

- Article 38 Students who meet any of the following conditions shall be revoked of their student status.
- 38.1 Violating the stipulations set in Article 7 of NCYU Academic Regulations.
 - 38.2 Violating other government laws, orders and relevant regulations.
 - 38.3 Using certifications of education attainments belong to others, or counterfeit/altered ones.

- Article 39 Students' expulsion applications shall be submitted with the approval of parents or guardians.

After completing **the** whole process of expulsion application, NCYU will issue certificates of study to students who have studied for more than one semester and received grades. Students who are expelled due to unqualified admissions **or** transfer, or revoked students will not receive certificates. Revoked students must not apply for entering NCYU by any means.

- Article 40 The expelled or revoked students can appeal **in accordance with** the **University's** appeal **procedures**. The original disciplinary action will not stop for the appeal application **before the result is revealed**, but the students may continue studying in NCYU. The appeal regulations are provided by NCYU and approved by the MOE.

Students may seek resolutions through petition or administrative litigation if no relief is obtained from the appeal application. If the original disciplinary action is found unlawful or inappropriate according to the decision of the competent authorities, NCYU will take alternative disciplinary actions.

NCYU shall help students to reinstate when a reinstatement is granted **in accordance with** the alternative disciplinary actions but students are unable to reinstate in time. Students may apply for a **make-up** postponement of study for the revocation period, while the duration will not be included in the period of postponement of study.

Article 41 Students' academic and conduct performances will be based on a 100-point scale or five letter grades. The passing grade is 60 points for undergraduate students and 70 points for graduate students.

100-point scale and the five letter grades are compared as follows:

41.1 Over 80 points is an A.

41.2 70 to 79 points is a B.

41.3 60 to 69 points is a C.

41.4 50 to 59 points is a D.

41.5 Under 49 points is an E.

A grade of "pass" or "fail" are given to operation courses, courses with no credit, or required undergraduate make-up courses taken by graduate students whose admissions are admitted with junior college or equivalent education level. These grades will not be included in students' grade point averages.

Article 41-1 Graduate students shall take the make-up courses of core curriculum in undergraduate programs which are decided by the chairperson (director) of individual department (institute). The standard of "pass" is set by individual department (institute) while the standard shall be set at least 60 points. The credits of make-up courses are not counted in the semester grade average and regulated graduation credits. Before passing the make-up courses of core curriculum, graduate students are not allowed to participate in the graduation exam.

Graduate students are allowed to take or retake the make-up Military Training courses for the reason of Reserve Officer Selection and Examination. The credits of make-up courses are not counted in the semester grade average and regulated graduation credits.

Article 42 The grade point average of each semester is calculated as follows:

42.1 The product of the each subject's grade points and its credit numbers is the total points of the course. The sum of all the courses' points is the semester total points.

42.2 The sum of credits for all courses (includes the failing courses) is the semester total credits.

42.3 Semester total points ÷ semester total credits = semester grade point average.

Article 43 The credits and grades of retaken or make-up summer classes shall not be included in the normal semester credits and grades. While the credits and grades of retaken or make-up summer classes can be included in the graduation credits.

The graduation grades for undergraduate students are calculated as follows:

(The sum of the individual course points multiplying the individual course credits) ÷ (The

total credits taken during all semesters)

Master's and doctoral degree graduation grades = (grade point average + master's degree exam results) ÷ 2

The exams for graduate students will be held in accordance with the Regulations of Master and Doctoral Degrees Examination, which is provided by NCYU and recorded by the MOE.

Students who take a Graduation Project course are required to select their topics and advisors at the beginning of the first semester of the last academic year with the consent of the chairperson of the departments, and then submit the graduation project paper one month before the final exams of the second semester.

Article 44 Regulations for students' merits/punishments and conduct grading are stipulated in the Student Affairs related regulations and recorded by the MOE.

Article 45 Grade reporting and changing after submission to the Office of Academic Affairs shall be in accordance with the NCYU Regulations for Grade Reporting and Grade Change.

Article 46 Grade reporting shall be in accordance with the forms of add/drop courses.

Article 47 Students who are absent on the mid-term or final exams without any reason will be graded zero for the exam.

Students who cannot attend any exams for statutory reasons, funerals or serious illnesses shall comply with the relevant regulations on leave applications provided by NCYU.

Article 48 Academic grades are rounded off to their nearest whole number. The semester grade point average and the total grade point average are rounded off to the second decimal place.

Article 49 Students will not receive credits for courses that last for one full academic year if they do not complete both semesters' studies. Credits for single semester may be admitted with the approval from the chairperson of the department under special circumstances.

Article 50 Students are required to retake required courses that they fail. They may retake selective courses which they have failed or select other ones to replace those with failing grades.

Article 51 Students who cheat on exams will be graded zero in exams and punished in accordance with the Regulations on Student Conduct.

Article 52 Students' admission and transfer exam papers shall be kept on file by NCYU for one year for inspecting or examining by the government education administrative institutes.

All of the students' exam papers shall be kept on file for one year.

All the grades of the students shall be properly recorded and kept on file by NCYU permanently.

Chapter XI Graduation

Article 53 Outstanding students in a bachelor's program may apply for advancing the time of graduation by one semester or one academic year if they meet all the following requirements:

53.1 Having completed all required courses and credits for graduation.

53.2 Being in the top 5% of the class every semester for the academic grades.

53.3 The grade of conduct performance is above 80 points for every semester.

53.4 The grade of physical education courses and military training is above 70 points every semester.

Transfer students of second grade may apply for the advanced graduation with four conditions above qualified.

Transfer students of third grade or above are not allowed to apply for advanced graduation because of the short time of study after **transfer**.

Article 54 **Undergraduate** students are qualified for graduation with following conditions: **Having** completed the whole study period, fulfilled all **course** and **credit** requirements, **earned over 60 points**, passed Physical Education courses, Conduct and Environmental Improvement Training and **met** the standard of English ability and information ability tests set by NCYU. Qualified students will be issued a certificate of **bachelor's degree**.

Graduate students are qualified for graduation with following conditions: Having fulfilled all course and credit requirements within the regulated year limit, passed the degree exam, and met the standard of English ability and information ability tests set by NCYU. Qualified students will be issued a certificate of master's degree or doctoral degree.

English ability and information ability standard mentioned in **the** former paragraph **is** in accordance with the Regulations of NCYU Students English Ability Improving and Regulations of NCYU Students Information Ability Improving. Except for students in Continuing Education, international students, disabled students and those who graduated from NCYU and passed **both of** the tests stipulated **above**, undergraduate students enrolled after academic year 2007 and graduate students enrolled after academic year 2008 shall comply with the stipulations.

The date of issuing degree certifications lies in January for the first (fall) semester and June for the second (spring) semester. Graduate students who have completed all course and credit requirements, take courses except for thesis at the end of the semester of degree exam, and complete the procedure of leaving school before the new semester begins shall be issued a degree certificate in the month which the leaving procedure is completed.

Article 55 The qualification for graduation and degree conferment are in accordance with the University Act, the Degree Conferral Law and relevant regulations.

Students who apply for teacher qualifications shall comply with Teacher Education Law and relevant regulations.

Chapter XII The Management of Student Status

Article 56 Student status information regarding individual departments/institutes (including groups), grade year, academic performances, registration, transfer between departments/institutes, transfer between NCYU and other universities, minors, double majors, postponement of study, reinstatement and expulsion are recorded in the Office of Academic Affairs.

Article 57 **Current** students and graduated students **of NCYU** may change their names or birth dates by submitting the application with valid documents issued by the Household Registration Office to the Office of Academic Affairs for approval. The graduation certificate must be sent back to NCYU for modification.

Supplementary Regulations

Article 58 Matters not provided herein will be subject to the Education Law and other rules provided by the MOE and the resolution made at the Academic Affairs meetings.

Article 59 The regulations herein will come into force after the approval from the Academic Affairs meeting and recorded by the MOE. Any revision of the stipulations follows the same procedures of approval.